



## Office of the Services Commissions

(Central Government)  
Ministry of Finance and the Public Service Building  
30 National Heroes Circle, Kingston 4  
Jamaica, West Indies  
Tel: 876-922-8600  
Fax: 876-924-9764  
Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
Website: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 81** **OSC Ref. C. 6555<sup>18</sup>**

**24<sup>th</sup> February, 2025**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Records Clerk (PIDG/RIM 1) - Contract (Backlog Project)** in the **Office of the Government Trustee**, salary range \$1,439,455 – 1,935,907 per annum.

#### **Job Purpose**

Under the supervision of the Deputy Government Trustee, the incumbent will be responsible for providing operational support within the Registry in the Office of the Government Trustee.

#### **Key Responsibilities**

##### ***Technical/Professional:***

- Adds records to registered files;
- Create files;
- Issues and ensures return of all files issued;
- Processes mail;
- Distributes correspondences to relevant officers;
- Populates Registry database;
- Performs any other related duties that maybe assigned from time to time.

#### **Required Knowledge/Skills/Competencies**

- Good teamwork
- Job attitude
- Customer relations
- Good oral and written communication skills
- Good interpersonal skills
- Good organizational skills
- Quality of output
- Job knowledge

#### **Minimum Required Qualification and Experience**

- Graduated from a Secondary Institution with four (4) CXC or GCE 'O' Level subjects including English Language and a numeric subject, plus on-the-job training in Records and Information Management.

#### **Special Conditions Associated with the Job**

- Lifting of up to 40 lbs maximum may be required;
- Possible exposure to dust.

Applications accompanied by résumés should be submitted **no later than Monday, 10<sup>th</sup> March, 2025 to:**

**Director, Human Resource Management and Development**  
**Ministry of Industry, Investment and Commerce**  
**4 St. Lucia Avenue**  
**Kingston 5**

Email: [hrm@miic.gov.jm](mailto:hrm@miic.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)  
for Chief Personnel Officer**