



## Office of the Services Commissions

(Central Government)

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### **CIRCULAR No. 214**

### **OSC Ref. C.6593<sup>4</sup>**

**17<sup>th</sup> June, 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 fill the **vacant** post of **Records Officer 1 (PIDG/RIM 2)** in the **Ministry of Tourism**, salary range \$1,711,060 - \$2,301,186 per annum.

### **Job Purpose**

Under the general supervision of the Director, Human Resource Management and Development, the Records Officer provides registry-related support services to the Human Resource Branch, in order to facilitate personnel records, both in electronic and physical forms, that are accurate, up to date and of integrity.

### **Key Responsibilities**

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

- Creates, updates and maintains physical personnel files, for auditing purposes;
- Receives, stores and retrieves information and files, as per request;
- Files correspondence in chronological order, via referencing the Minute Sheets;
- Responds to queries about records and files;
- Digitizes all documents on employees' personnel files and uploads onto the MyHr+ system;
- Maintains personnel files on MyHr+ system, through periodic updates;
- Updates start date for functional situations, which includes rehire, temporary employment or end of contract on the MyHr+ system;
- Sorts documents and uploads to specific folders, based on prescribed standards, for upload to the MyHr+ system;
- Manages the movement of files in and out of the HR Registry;
- Creates label for shelves and cabinets, and ensures that files are appropriately filed in cabinets;
- Updates employees' leave information, from time to time, on the MyHr+ system;
- Provides assistance to internal and external clients on issues relating to the MyHr+;
- Sorts and dispatches mail/correspondence to customers/clients;
- Assists with research requests;
- Performs other related duties that may be assigned, from time to time.

### **Required Knowledge, Skills and Competencies**

- Excellent interpersonal and customer service skills
- Good oral and written communication skills
- Appropriate personal presentation and decorum
- Knowledge of Microsoft Office Suite and search engines
- Ability to multi-task
- Able to use initiative
- Confidential
- Sound integrity

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

- Graduated from a Secondary Institution with four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus three to four (3 – 4) years' experience as a Records Clerk, **or** an equivalent academic training and experience.

Applications accompanied by résumés should be submitted **no later than Monday, 30<sup>th</sup> June, 2025,**  
**to:**

**Director, Human Resource Management and Development  
Ministry of Tourism  
64 Knutsford Boulevard  
Kingston 5**

**Email: [hrm@mot.gov.jm](mailto:hrm@mot.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.**



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