



Office of the Services Commissions

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CIRCULAR No. 243 **OSC Ref. 6272¹⁸**

10th July, 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/be assigned to the following posts in the **Central Administration and the Administration and Special Services Division, Office of the Prime Minister (OPM)**:

1. **Records Officer 1 (PIDG/RIM 2) (Vacant)**, salary range \$1,711,060 - \$2,301,186 per annum.
2. **Records Clerk (PIDG/RIM 1) (Not Vacant)**, salary range \$1,439,455 - \$1,935,907 per annum.

1. Records Officer 1 (PIDG/RIM 2)

Job Purpose

Under the supervision of the Principal Director, the Records Officer provides support in the execution of mail and records management functions for the efficient and effective operations of the Permanent Secretary's Office. The Records Officer will also conduct research to support the provision of information under the Access to Information Act.

Key Responsibilities

Technical/Professional

- Processes incoming requests, conducts research and provides information in relation to activities performed;
- Provides support with the maintenance of Bring Up requests to ensure files are delivered;
- Provides support with the maintenance of the Charge Out system and follows-up on outstanding loans;
- Inspects files to ensure they are up to date; and established procedures are adhered to in processing the records;
- Monitors the decentralized File Stations to ensure their compliance with established procedures and approved records management practices;
- Undertakes data entry and scanning of records;
- Maintains ongoing inventory of files (creates new files as required);
- Implements Retention/Disposal schedule provisions to records, and assists with the processing of files for transfer to the Jamaica Archives and Records Department;
- Participates in the annual Records Survey exercise and the setting of Retention/Disposal schedules.
- Updates the records database;
- Sorts, classifies, indexes and files correspondence on appropriate file;
- Prepares correspondence for cross referencing, where necessary;
- Monitors daily clearance of the internal and external mailboxes and the processing of mail;
- Processes incoming and outgoing mails in accordance with established procedures.
- Processes special and/or complex mail including registered and classified mail, and mail sent by courier and Jamaican Diplomatic Bag.
- Provides information on the procedures for accessing information, and assists customers in completing application forms.
- Processes applications and prepares documents for inspection and purchase.
- Prepares reports as directed/required;
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core

- Integrity and confidentiality
- Good interpersonal and customer relations skills;
- Good oral and written communication skills;
- Good planning and organizing skills;

Technical

- Good research and analytical skills;
- Good judgement and problem-solving skills;
- Keen attention to details
- Knowledge of the operations of the Ministry;
- Knowledge of records management and research methodologies/techniques;
- Knowledge of office practices and procedures;
- Knowledge of the Archives Act, Access to Information Act, ISO 15489, FAA Act and other regulations;
- Proficient in the use of related computer applications, Microsoft Office Suite (Word, Excel, PowerPoint) and records management systems.

Minimum Required Qualification and Experience

- Four (4) CXC/GCE O 'Level subjects including English Language and a numeracy subject;
- Training in Records Management
- At least two (2) years' work experience in records management

Special Conditions Associated with the Job

- Required to work beyond normal work hours and weekends, whenever the need arises;
- Lifting of heavy file boxes from shelves to locate files

2. Records Clerk (PIDG/RIM 1)**Job Purpose**

Under the supervision of the Registrar, the Records Clerk provides support to the Documentation Information and Access Services Unit with the processing of mail, filing and information retrieval, and the provision of information under the Access to Information Act.

Key Responsibilities***Processing Mail***

- Sorts outgoing mail into delivery zones;
- Records mail in outgoing mail delivery books and prepares them for dispatch;
- Processes incoming mail by date stamping, sorting and recording in relevant books;
- Checks delivery books to ensure delivery of mail;

Access to Information

- Receives and logs telephone enquiries;
- Assists customers in completing application forms;
- Assists with the preparation of documents for inspection and purchase.

File Management

- Sorts, classifies indexes and files correspondence on appropriate files;
- Prepares correspondence for cross referencing;
- Opens new files;
- Processes requests for loan of files;
- Records requests for 'Bring Up' in appropriate register, checks files taken out and submits to relevant officer; follows up to ensure files are returned.
- Inspects files to ensure that they are up to date; removes unnecessary documents; removes inactive files and takes them to the relevant filing areas;
- Conducts inventory of files; updates the records database;
- Assists with the processing of files for Retention/Disposal;
- Participates in the annual Ministry-wide Inventory and audit exercise; participates in the annual Record Survey exercise;
- Processes telephone and other bills;
- Performs other related duties that may from time to time be assigned.

Required Knowledge, Skills and Competencies

- Integrity/Confidentiality
- Good oral and written communication skills;
- Good judgement and decision-making skills;
- Good planning and organising skills;
- Good interpersonal and customer service skills;
- Knowledge of the operations of Government
- Knowledge of Records Management practices and procedures;
- Working knowledge of the Archives Act, Access to Information Act,
- Proficient in the use of computer applications especially Microsoft Office Suite (Word, Excel);

Minimum Required Qualification and Experience

- Four (4) subjects at the CXC or GCE O'Level including English Language and a numeracy subject;

Special Condition Associated with the Job

- 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.

Applications accompanied by résumés should be submitted **no later than Wednesday, 23rd July, 2025 to:**

Senior Director
Human Resource Development and Management Division
Office of the Prime Minister
1 Devon Road
Kingston 10

E-mail: jobs@opm.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**