



**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. 30**  
**OSC Ref. C.4858<sup>30</sup>**

23<sup>rd</sup> January, 2019

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 following vacant posts in the **Jamaica Intellectual Property Office (JIPO)**:

1. **Data Entry Technician (Level 2) - Trademarks, Designs and Geographical Indications Branch**, salary range \$645,647 - \$807,058 per annum and any allowance(s) attached to the post.
2. **Records Clerk (Level 2) - Human Resource Management and Administration Unit**, salary range \$645,647 - \$807,058 per annum and any allowance(s) attached to the post.

### 1. Data Entry Technician (Level 2)

#### Job Purpose

Under general supervision of the Assistant Manager, Trademarks, Designs and Geographical Indications, the Data Entry Technician utilizes the Computer and peripherals for the input of data and information and for the production of reports, papers, briefs and other documents. The post provides support with other related clerical and data related duties.

#### Key Responsibilities

##### *Technical/Professional:*

- Examines and interprets source documents and user manuals for the establishment of databases and computer files;
- Establishes and maintains databases and computer files according to specifications;
- Edits and codes source documents in accordance with specified standards;
- Key punches and verifies data and text according to source documents and keypunching instructions;
- Enters information on files concerning applications for the registration or grant of respective individual property rights as well as renewals, miscellaneous modifications and refunds of protection;
- Produces reports, briefs, papers and other documents;
- Records information on certificates and other documents;
- Checks for possible anomalies during entry;
- Produces computer processed outputs;
- Examines work for accuracy and completeness.

#### Required Knowledge, Skills and Competencies

- Working knowledge of the operations of JIPO
- Working knowledge of Office Procedures and Records Management
- Data Entry and Typing skills
- Good Oral and Written Communication skills
- Ability to think methodically and to maintain Quality Focus
- Strong Customer Relations skills
- Sharp attention to accuracy and detail

#### Minimum Required Qualification and Experience

- Four (4) CXC/GCE O'Level subjects including English Language, Mathematics and Information Technology or the equivalent qualifications;
- One (1) year experience in Data Entry and use of Office Application products;

- Certificate in Data Entry or Information Technology would be an asset.

## 2. Records Clerk (Level 2)

### Job Purpose

Under the supervision of the Director, Human Resource Management and Administration, the incumbent carries out Records Management functions for the JIPO.

### Key Responsibilities

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

- Maintains proper storage and retrieval of files;
- Responds promptly to the retrieval and distribution requests for applications for registration;
- Sorts and records outgoing and incoming mails and determines cost of postage and delivery method;
- Creates new applications for registration, as the need arises;
- Inspects files to ensure that they are up-to-date;
- Records requests for Bring-Ups (BUs) in the appropriate Online Register, charges files out and sends to relevant Officer;
- Assists with the annual organization wide Inventory of Records;
- Updates and maintains the Electronic File Tracking System;
- Assists with the processing and transfer of records for inactive storage or destruction;
- Makes photocopies of documents as requested.

### Required Knowledge, Skills and Competencies

#### **Core:**

- Good Customer Service skills
- Good Oral and Written Communication skills
- Good Interpersonal skills
- Confidentiality
- Ability to work in team

#### **Technical:**

- Knowledge of Office Procedures
- Computer literate in Microsoft Office Suite

### Minimum Required Qualification and Experience

- Four (4) CXC/GCE O'Level subjects including English Language and Mathematics;
- Certificate in Records Management would be an asset;
- One (1) year's experience in a related field.

### Special Condition Associated with the Job

- Working environment involves possible exposure to dust.

Applications accompanied by résumés should be submitted **no later than Friday, 15<sup>th</sup> February, 2019 to:**

**Director  
Human Resource Management and Administration  
Jamaica Intellectual Property Office  
18 Trafalgar Road  
Kingston 10**

Email: [hrma@jipo.gov.jm/info@jipo.gov.jm](mailto:hrma@jipo.gov.jm/info@jipo.gov.jm)

Please note that only short listed 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 be 'M. I. Tam', with a long horizontal stroke extending to the right.

**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**