



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 73
OSC Ref. C.4858³¹

4th March, 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 post of **Records Clerk (PIDG/RIM 1) – (Vacant)** in the **Public Gardens Division, Ministry of Industry, Commerce, Agriculture and Fisheries (MICAF)**, salary range \$577,279 - \$686,203 per annum.

Job Purpose

Under the supervision of the Administrator, the Records Clerk is responsible for providing clerical and basic Accounting duties for the smooth operations of the Division.

Key Responsibilities

- Receives and registers all correspondence and cheques relating to the purchase of goods/services and repairs of equipment;
- Checks all bills and travelling/subsistence claims for accuracy;
- Prepares and submits commitment/payment vouchers;
- Assists in the preparation and submission of reimbursement of Petty Cash;
- Assists in maintaining appropriate records of stock and stock distribution;
- Assists in monitoring requests for procurement of stationery and garden items;
- Calculates deductible taxes from contract amount and prepares related documents for payment;
- Calculates man-hours lost for Office staff;
- Verifies leave taken and prepares Monthly Attendance Report;
- Liaises with the Cashier to determine status of payment for all bills and travelling/subsistence claims.

Required Knowledge, Skills and Competencies

Core:

- Good Oral and Written Communication skills
- Good Interpersonal skills
- Strong Customer Relations skills
- Good Problem Solving and Conflict Management skills
- Ability to work in teams
- Good Planning and Organizing skills

Technical:

- Sound knowledge of Office Procedures
- Sound knowledge of Accounting practices
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Proficiency in the use of relevant computer applications

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.

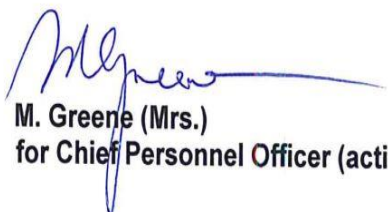
Applications accompanied by résumés should be submitted **no later than Friday, 15th March, 2019 to:**

Senior Director
Human Resource Management and Development Division
Ministry of Industry, Commerce, Agriculture and Fisheries
Hope Gardens
Kingston 6

Email: hrm@micaf.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.



M. Greene (Mrs.)
for Chief Personnel Officer (acting)