



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

Website: www.osc.gov.jm

CIRCULAR No. 7 **OSC Ref. C.6608¹⁰**

16th January, 2026

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 **Pensions & Information Officer (Level 4)** in the **Head Office, Jamaica Cultural Development Commission (JCDC)**, salary range \$1,711,060 - \$2,301,185 per annum.

Job Purpose

Under the directive of the Human Resource Benefits Officer, the Pensions & Information Officer's responsibility is to ensure that all personnel files are managed and accessible. The incumbent is also responsible for Pension Administration within the Commission.

Key Responsibilities

- Ensures that the list of employees who are eligible for long service awards is prepared on a timely manner for submission;
- Prepares and processes documents on PEPAS for retirement, refunds, etc.;
- Provides advice and guidance to staff on pension, personnel and related matters;
- Manages the updating of the Service Records for the employees;
- Prepares the schedule of employees who are eligible for retirement and manages the Preparation and submission of documents to the Pensions Unit;
- Manages and maintains record keeping, storage and retrieval system for all personnel files.

Required Knowledge, Skills and Competencies

- Knowledge of GOJ Human Resources and Administration Policies and Procedures
- Sound knowledge of Records Management
- Sound knowledge of Government Pension Administration
- Proficiency in the use of computer software applications such as MS Word, MS PowerPoint, MS Excel, MS Publisher and MS Internet Explorer

Minimum Required Qualification and Experience

- Associate Degree in HR or related fields;
- Training in Pensions Administration and Records Management
- Training in PEPAS is mandatory;
- Over three (3) years' experience in GOJ Pension Administration.

Applications accompanied by résumés should be submitted **no later than Thursday, 22nd January, 2026 to:**

**Director, Human Resources Management
Development & Administration
Jamaica Cultural Development Commission
3 - 5 Phoenix Ave,
Kingston 10**

Email: careers@jcdc.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.

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