



Office of the Services Commissions

(Central Government)

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3rd August, 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 Human Resource Information Systems & Records Officer (GMG/AM 3)** in the **Human Resource Management & Development Branch, Ministry of Justice**, salary: \$2,190,302 per annum.

Job Purpose

Under the supervision of the Director, Human Resource Management, the Human Resource Management Information & Records Officer is responsible for coordinating the work of the Registry to ensure an efficient records management system and facilitate efficient removal and storage of records to support the functions of the Human Resource Management and Development Branch.

Key Responsibilities

Technical/Professional

- Creates, updates and maintains physical and electronic Human Resource records for each employee based on formal directives from the Human Resource Management and Development Branch;
- Ensures all relevant databases are updated and maintained daily;
- Populates, updates and maintains optimal function of the organization's internal HR information services systems, which may include database management relating to MyHR+;
- Conducts research into files to provide requested information;
- Responds to all requests for files and/or documents;
- Maintains an accurate Charge Out System and follow-up on outstanding loans to ensure timely return and tracking of file movement within the Ministry;
- Secures and maintains Confidential Files and monitors adherence to security procedures;
- Manages the Ministry's Functional Classification Scheme via creating functional areas, file series and scope notes;
- Develops and selects where necessary, suitable main subject heading and file titles for records;
- Maintains record of Bring Up requests to ensure files are delivered in a timely manner;
- Assists with the acquisition of complex HR data reports, summaries, and logs requested by senior executives and HR staff;
- Maintains data security and privacy requirements, and report irregularities or breaches to Senior Director, Human Resource Management and Development;
- Provides accurate information and sound technical advice to internal and external customers;
- Undertakes data entry and scanning of records;
- Ensures the inventory of records sent to the Registry for storage;
- Processes incoming requests, conducts research and provides information in the appropriate format;
- Maintains knowledge of trends and developments in data management and security, HR technology, and HRIS applications;
- Plans and schedules the daily activities of the Registry;
- Participates in the development/review of operational systems and programmes and the preparation of the procedures manual for the efficient operation of the registry
- Assists with the evaluation of equipment to be acquired for the Registry;
- Maintains stock of stationery and other office supplies required by the Registry;
- Assist with the inputs for reports, Operational Plans and Budgets;
- Ensures direct reports comply with the policies and procedures of the Unit and the Ministry;
- Provides guidance and leadership to direct reports through positive example and sharing of knowledge/skills;
- Undertakes orientation and training of new staff and provides guidance and assistance and support, as needed;
- Undertakes special research on mail and/or file management operations, as requested;

- Develops Individual Work Plans based on alignment to the overall plan for the Section;
- Participates in meetings, seminars, workshops and conferences, as required;
- Prepares reports and programme documents, as required;
- Maintains customer service principles, standards and measurements;
- Undertakes photocopying of documents, as required;
- Updates and posts notifications, circulars, job openings on Notice Boards within the Ministry of Justice and Constitutional Affairs;
- Prepares files for transfer to other Ministries/Departments and receives and vet files from other Ministries/Departments.

Human Resources

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Branch's and Organization's goals;
- Assists with the preparation and conducts presentations on the role of the Registry for the Orientation and Onboarding Programme;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core:

- Adaptability
- Compliance
- Good customer and quality focus
- Initiative
- High level of integrity
- Good interpersonal skills
- Good oral and written communication skills
- Team work and cooperation
- Good time management skills
- Accountability
- Attention to detail
- Goal/results oriented
- Good planning and organizing skills
- Good problem solving and decision-making skills
- Resilience
- Good stress tolerance
- Good use and application of technology

Technical:

- Knowledge of Human Resource Management principles and practices;
- Working knowledge of the Public Service Regulations;
- Good knowledge of RIM software Application and databases;
- Working knowledge of the Archives Act, Access to Information Act, ISO 15489 and the FAA Act and Regulations;
- Good knowledge of Records & Information Management (RIM) Policies, Practices and Procedures Systems;
- Proficiency in Microsoft Office Suite and other programme applications appropriate to assigned responsibilities.

Minimum Required Qualification and Experience

- Associate Degree in Human Resource Management, Management Studies, Public/Business Administration, or related social sciences;
- Training in Records & Information Management;
- Certificate in Supervisory Management;
- 5 CXC / GCE Subjects inclusive of English Language and Mathematics;
- Two (2) years' experiences in Records Management.

Specific Conditions Associated with the Job

- Work will be conducted in an office outfitted with standard office equipment and specialized software;
- Handling dusty files, file boxes and working in dusty file storage areas;
- Lifting of heavy file boxes from shelves to locate files;
- Exceeding normal work hours, when required;
- Working on weekends when required;
- Exposure to mail items with suspicious items such as, strange odors, powders or stains;

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;
- May be required to travel locally to attend conferences, seminars and meetings.

Applications accompanied by Résumés should be submitted **no later than Monday, 17th August, 2026 to:**

**Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road
Kingston 10**

Email: careers@moj.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)**