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CIRCULAR No. 86
OSC Ref. C. 6222¹⁰

23rd February, 2023

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 **Post and Telecommunications Department:**

Registrar (PIDG/RIM 3) (Vacant), salary range \$1,753,837 - \$2,358,715 per annum.

Job Purpose

Under the direct supervision of the Senior Human Resource Officer (RIMS) the Registrar (PIDG/RIM 3) is responsible for assisting with the management of the Branch's Human Resource Information Systems and ensuring that personnel records are secured and efficiently maintained.

Key Responsibilities

Administrative/Managerial:

- Prepares Individual Work Plan;
- Oversees the operations of the Unit in the absence of the Senior Human Resource Officer, Records and Information Management Systems;
- Prepares status and other reports as required;
- Responds to queries and complaints regarding matters affecting the operation of the Registry;
- Attends meetings and other fora as required.

Technical:

- Develops, implements and ensures the maintenance of an Outcard System for recording and tracking files on issue;
 - Implements and maintains a File Bring-up System;
 - Implements and maintains a Temporary File System;
 - Reviews and implements requests for creation of files;
 - Creates and maintains File Index for the Branch;
 - Co-ordinates Records Inventory to set Retention and Disposition Schedules;
 - Creates and maintains a Manual and an Electronic Master File Directory with appropriate access points of records and files;
 - Secures and maintains confidential files and monitors adherence to security procedures;
 - Participates in the development and review of operational systems and Procedural Manuals for the efficient execution of functions within the Unit;
 - Liaises with Secretaries in the Branch to ensure their compliance with established procedures and approved records management principles;
 - Co-ordinates and participates in record/file audits;
 - Oversees and participates in the maintenance of files/records including creation, receipt, storage, retrieval and disposition;
 - Contributes to the development, implementation and maintenance of a Disaster Preparedness Plan for the Branch's records;
 - Prepares and maintains Period of Service Records;
 - Assists with maintaining ECENSUS and other databases;
 - Assists with maintaining Staff Lists.
- Performs other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Knowledge of The Staff Orders for the Public Service
- Knowledge of Government of Jamaica Records and Information
- Knowledge of Established Records and Information Management Systems and Procedures.
- Knowledge of the importance of information privacy and security
- Proficiency in Microsoft Office Suite
- Good planning, organizing and co-ordinating skills
- Good customer service and interpersonal skills
- Ability to communicate both orally and in writing
- Ability to work on own initiative and with a team

Minimum Required Qualification and Experience

- Four (4) GCE"O' Levels passes - Grades A-C, including English Language and a numeric subject or four (4) CXC subjects - Levels 1-3, including English Language and a numeric subject;
- Training in Records Management;
- Four (4) years' experience.

Applications accompanied by résumés should be submitted **no later than Wednesday, 8th March, 2023 to:**

**Director, Human Resource Management and Development
Post and Telecommunications Department
6-10 South Camp Road
Kingston
Email: hrunit@jamaicapost.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.



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