



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the **vacant** posts of **Records Officer 1 (PIDG/RIM 2) (Two Posts)** in the **Documentation/Information and Access Services Branch – Corporate Services Division, Ministry of Economic Growth and Job Creation**, salary range \$1,711,060 - \$2,301,186 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Records Officer 2, the incumbent assists in implementing and maintaining systems and procedures for records and mail management, ensuring the efficient management of files and records stored in the registry.

Key Responsibilities

Management/Administrative Responsibilities

- Participates in periodic reviews of mail operations to enhance processing systems and procedures for the Ministry's mail.
- Develops individual work plan aligned with the Branch's operational plan.
- Prepares monthly reports detailing file and mail activities.

Technical/ Professional Responsibilities

- Processes file and document requisitions from ministry personnel.
- Ensures all files are complete and contain relevant enclosures.
- Updates files, as necessary.
- Retrieves and reshelves files in accordance with established procedures.
- Manages the processing of incoming and outgoing correspondence and mail.
- Recalls outstanding files.
- Maintains an effective file-tracking system.
- Conducts file inventory, as instructed.
- Manages the Ministry's Value Book for tracking values received through the mail.
- Ensures that registered mail is processed in accordance with the FAA Act.
- Collaborates with the Transport and Security Manager to establish a reliable system for mail delivery and pick up.
- Maintains a computerized database to track dispatched mail that requires follow-up, ensuring appropriate actions are taken.
- Keeps updated records of postage.
- Keeps abreast of changes in the postal service regulations and practices.

Required Knowledge, Skills and Competencies

Core

- Excellent communication skills
- Excellent interpersonal skills
- Client-focused
- Resourceful and reliable
- Team and results oriented

Technical

- Exposure to established file management systems and procedures.
- Working knowledge of central government's mail processing procedures.
- Sound knowledge of established regulations such as, the FAA Act regarding the handling of registered mail and remittances received through the mail.

Minimum Required Education and Experience

- Four (4) GCE O'Level or CXC General Proficiency Level Passes including English Language and Mathematics.
- Two (2) years working experience.

Applications accompanied by résumés should be submitted **no later than February 19, 2025 to:**

Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Email: human.resources@megjc.gov.jm

Please note that only shortlisted applicants will be contacted.