



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

| | |
|-------------------------|---|
| JOB TITLE: | Records Officer 1(Staffing) |
| JOB GRADE: | GMG/RIM 2 |
| POST NUMBER: | |
| DIVISION/BRANCH: | Corporate Service Division/Human Resource Management & Development Branch |
| - | |
| SECTION/UNIT: | Human Resource Management Unit |
| REPORTS TO: | Human Resource Manager |
| MANAGES: | N/A |

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Under the supervision of the Human Resource Manager, the incumbent undertakes staffing duties relating to the recruitment, selection, appointment, promotion and other staffing activities within the Ministry of Health.

2. KEY OUTPUTS (Results, Deliverables)

- Individual Work Plan prepared;
- Service Records updated and maintained;
- Correspondence processed;
- Staff list maintained.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities:

- Prepares individual work plan;
- Facilitates the development of circulars for the advertisement of posts;
- Processes correspondence received - letters of application and referrals etc;
- Maintains a record of all incoming and outgoing correspondence relating to staffing activities;
- Advises newly appointed employees and their supervisors of the dates set for Medical Examination;
- Liaises with relevant divisions for the processing of transfers for staff to or from the division;
- Liaises with the Confidential Registry regarding the preparation of personal files for new employees;
- Maintains staff list on a monthly basis;
- Updates and maintains Period of Service Records, seniority list and vacant positions;

- Ensures that Period of Service Records for persons on the retirees list are completed;
- Submits updated Period of Service Records to the Pensions Officer and Leave Officer(s) for computation of retirement and death benefits;
- Provides response to queries;
- Follows up on documents submitted to the Accountant General's Department with regards to payment of gratuity;
- Liaises with the Ministry of Finance and the Public Service, Office of the Services Commissions and other Government Agencies in order to access necessary information for the Unit;

B.) Other Responsibilities;

- Performs other related duties that may from time to time be assigned.

4. PERFORMANCE STANDARDS (How Success Will Be Measured):

- Individual Work Plan prepared in accordance with agreed format and within specified time frame;
- Personnel records updated and maintained in keeping with established guidelines;
- Correspondence processed promptly and in keeping with the Ministry's standards;
- Staff list maintained on a monthly basis is accurate and produced in an agreed format;
- Confidentiality and integrity are exercised at all times.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

| Contact (Title) | Purpose of Communication |
|--|--|
| Director Human Resource Management | Obtains/gives advice, receive directives, and guidance, , general information and feedback |
| Human Resource Manager | Obtains/gives advice, receive directives, and guidance, work assignments, feedback recommendations, general information and feedback |
| Other members of staff in the Ministry | Response to queries |
| Regional Health Authorities | Collaborate, obtain and share information, discuss issues |

ii) External Contacts

| Contact | Purpose of Communication |
|--|---|
| Ministry of Finance and the Public Service /SHRMD) | To obtain information, seek guidance, clarification of policy |
| Office of the Services Commissions | To obtain information, clarification of policy |
| Accountant General's Department | Payment of gratuity |

6. REQUIRED COMPETENCIES:

Core

- Good written, oral and communication skills;
- Good human relations and interpersonal skills;
- Good planning and time management skills;
- Ability to exercise sound judgement and attention to detail;
- Good skills in teamwork and cooperation;
- Strong goal/result orientation;
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Good knowledge of Government's regulations and procedures;
- Knowledge of Record and File Management Systems
- Knowledge of Human Resource Management principles and practices;
- Knowledge of HR staffing/recruitment policies and procedures
- Knowledge of the Ministry's policies and procedures;
- Proficiency in the use of relevant computer software and computer applications.

Records Officer 1-Staffing
Division/Human Resource Management & Development Branch,
Ministry of Health,
Prepared: By HR Consultant,

Corporate Services
July 13, 2016.

