



PERFORMANCE MANAGEMENT AND APPRAISAL SYSTEM - GOVERNMENT OF
JAMAICA
MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Records Officer
JOB GRADE:	PIDG RIM/2
DEPARTMENT:	Information and Documentation
REPORTS TO:	Registrar and Manager of Information & Documentation
MANAGES:	

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

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To locate & retrieve files for Officers and ensure that correspondence are accurately filed and files are maintained to facilitate easy access to information.

KEY OUTPUTS

1. Files Retrieved and dispatched.
2. Correspondence filed and charge out cards updated.
3. Inactive records removed from shelves and prepared for secondary storage.
4. New files created upon request.
5. Update minute sheet

KEY RESPONSIBILITY AREAS

1. Ensures that files requested are dispatched and files returned are re-shelved
2. Sorts records.
3. Maintains record of the movement of files.
4. Ensures that all files, minutes, enclosures are numbered accordingly and are in correct order.
5. Files correspondence & charge out cards.
6. Locates cards and replace on returned files.
7. Creates new files.
8. Maintains “Bring Up” system.
9. Removes inactive records from shelves.
10. Prepares inactive records for transfer.
11. Records and re-shelve incoming files.
12. Oversees the operations of the Registry in the absence of the Registrar.

PERFORMANCE STANDARDS

1. Accurate filing.
2. Quick response to files requested (same day service)
3. Up to date and accurate record of the movement of files.
4. Structured filing is maintained.
5. Minute sheets updated
6. Correspondence filed in a timely manner
7. Registry procedures adhered to.
8. Accurate filing and shelving

REQUIRED COMPETENCIES

Functional/Technical Competencies	Levels
Knowledge of good office practice and procedure	
Knowledge of records management techniques	
Knowledge of MOH Registry procedures	
Knowledge of Access To information Act and the Official Secrets Act	

Core Competencies	Levels
Oral communication skills	2
Good written Communication skills	2
Good interpersonal skills	2
Customer and quality focus	2
Confidentiality	2
Teamwork and cooperation	2
Integrity	2
Initiative	2
Methodical	2

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

1. 4 'O' levels including English
2. Training in Records Management.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

1. Dust nuisance
2. Poor ventilation.