



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Records Clerk
JOB GRADE:	PIDG/ RIM
POST NUMBER:	27393
DIVISION/BRANCH:	Corporate Service Division/Procurement Branch
SECTION/UNIT:	-
REPORTS TO:	Manager, Procurement
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 direct supervision of the Manager, Procurement, the Records Clerk is responsible for the generation of Purchase Orders, storage and retrieval of information and also assists in maintaining records pertaining to the procurement of goods, services and works.

2. KEY OUTPUTS (Results, Deliverables)

- Individual Work Plan prepared;
- Purchase Orders prepared;
- Purchase Orders logged;
- Purchase Order database maintained;
- Records of incoming/outgoing correspondence maintained;
- Effective filing system maintained.

3. KEY RESPONSIBILITIES (Activities, Tasks)

- Prepares individual work plan;
- Prepares Purchase Orders;
- Ensures that Purchase Orders are Zero Rated;
- Log Purchase Orders and ensure that each purchase order is signed for by the person collecting same;
- Maintain Purchase Order database
- Assists in maintaining a record of all incoming and outgoing correspondence

- Maintains a filing system, ensuring that correspondence and other documents are correctly numbered and indexed;
- Encloses relevant documents/correspondences on files;
- Develops and maintains a system for the effective storage and retrieval of records;
- Locates and submits files to officers on request;
- Records the movement of files in and out of the custody of the Procurement Branch;
- Duplicates documents as required;
- Performs any other related duties that may be assigned from time to time.

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

- Individual Work Plan prepared in accordance with agreed format and within specified time frame;
- Purchase Orders prepared in accordance with established guidelines;
- Purchase Orders logged in a timely manner;
- Purchase Order database maintained in keeping with the procurement policy;
- Records of incoming/outgoing correspondence maintained are accurate;
- Effective filing system maintained in keeping with established standards.

5.) INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director, Procurement	Obtains/gives advice, receive directives, and guidance, general information and feedback
Manager, Procurement	Gives advice, guidance, work assignment, general information and feedback
Other members of staff in the Branch	Matters relating to the preparation of purchase orders

ii) External Contacts

Contact	Purpose of Communication
Suppliers	Purchase of goods

6.) REQUIRED COMPETENCIES:

Core

- Good presentation, 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;
- Customer Service skills
- Strong goal/result orientation;
- Excellent integrity/ethics exercised in the performance of duties.

Technical

- Knowledge of the Ministry's policies and procedures;
- Knowledge of Government's procurement policies and procedures;
- Knowledge of record storage and retrieval systems;
- Knowledge of Office Procedures and Practices;
- Proficiency in the use of relevant computer software and computer applications.

7.) MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Four (4) GCE “O” Level, CXC subjects including English Language and a numeric subject
- Any other equivalent academic training

8.) SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Required to work beyond normal working hours whenever the need arises.

9.) AUTHORITY:

N/A

10.) WORKING CONDITIONS:

- Normal office conditions.