



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Records Clerk (Pensions)
JOB GRADE:	PIDG/RIM 1
POST NUMBER:	
DIVISION/BRANCH:	Corporate Service Division/Human Resource Management & Development Branch
SECTION/UNIT:	Employee Relations Unit
REPORTS TO:	Human Resource Officer
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 Officer, the incumbent assists in maintaining all records pertaining to pensions/retirement for the Ministry's Head Office and Regional Health Authorities.

2. KEY OUTPUTS (Results, Deliverables):

- Individual Work Plan prepared;
- Incoming and outgoing correspondence recorded and maintained;
- Letters prepared;
- Leave computation prepared;
- Service Records prepared and updated;
- Report on activities prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

- Prepares individual Work Plan;
- Assists in maintaining record of all incoming and outgoing correspondence pertaining to pensions/retirement;
- Correctly number correspondence;
- Request personal files from Confidential Registry and enclose pension documents;
- Assists in preparing letter, informing individuals of approval from the Office of the Services Commissions or the Human Resource Committee of their retirement;
- Receives completed Election of Benefits Forms from retirees along with their original Taxpayer Registration Number (TRN) Card;

- Assists in preparing T23 for officers who were transferred from Local Government Agencies to the Ministry of Health;
- Assists in preparing leave computation for verification by the Ministry of Finance and the Public Service and submits to the Assistant Human Resource Officer;
- Ensures that all outstanding payments by officers in respect of indebtedness to the Government of Jamaica is submitted to the Ministry of Health;
- Assists in updating and preparing Service Records by researching files for information pertaining to period of leave granted, programme of study, appointments, revision of salaries medical reports, transfer, increments and seniority allowances;
- Prepares insurance benefits for officers who have retired and submits to Human Resource Officer for verification and submission to Sagicore;
- Keeps a record of all persons whose pensions/retirement benefits have been finalized during the calendar year;
- Performs any other related duties assigned from time to time by the Human Resource Officer.

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

- Individual Work Plan prepared in accordance with agreed format and within specified time frame;
- Incoming and outgoing correspondence are recorded and maintained in accordance with established standard;
- Letters prepared in a timely manner;
- Leave computation prepared in accordance with procedures;
- Service Records prepared and updated in accordance with established guidelines and in a timely manner;

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director Employee Relations	Obtains advice, receive directives, guidance, general information and provide feedback.
Human Resource Officer	Obtains advice, receive directives, and guidance, work assignments, general information and feedback
Other members of staff	Discuss issues in relation to relevant activities
Regional Health Authorities	Collaborate, obtain and share information, discuss issues

ii) External Contacts

Contact	Purpose of Communication

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.
- Confidentiality

Technical

- Good knowledge of the Ministry's policies and procedures;
- Good knowledge of Office Procedures and Practices;
- Knowledge of record storage and retrieval system
- Knowledge of Government's policies and procedures on benefits
- Knowledge on the computation of leave and pension/retirement procedure;
- Knowledge of Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Graduation from a Secondary Institution with four (4) subject at the CXC or GCE O'Level 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:

- To request personal files.

10. WORKING CONDITIONS:

- Normal office conditions.

