



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

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**JOB DESCRIPTION AND SPECIFICATION**

<b>JOB TITLE:</b>	Records Officer
<b>JOB GRADE:</b>	PDMG/RIM 2
<b>DEPARTMENT:</b>	Information and Documentation Unit
<b>REPORTS TO:</b>	Registrar/ Manager Information and Documentation Unit
<b>MANAGES:</b>	N/A

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 ensure that incoming mail registered and unregistered are opened, recorded and date stamped and dispatched promptly after receipt. Ensures that the messenger assigned responsibility to deliver mail completes the task in the time allocated.

## **KEY OUTPUTS**

1. All out-going mail/ letters are recorded and dispatched each day.
2. Mails collected from post.
3. Files located in and out of registry custody.
4. Files distributed to various division/department.

## **KEY RESPONSIBILITY AREAS**

1. Collects and records all incoming and outgoing mails daily
2. Dispatches outgoing letters daily.
3. Ensures that all mails are delivered on time.
4. Ensures that mails are sent to the correct persons
5. Ensures that messenger collects and dispatches mails to/from the post office.
6. Locates files in and out of registry.
7. Satisfies requests for files.

## **PERFORMANCE STANDARDS**

1. All mails recorded.
2. Quick delivery of mails (within 24 hours)
3. All mails are delivered and signed for in time allotted.
4. Accurate filing and shelving

## **REQUIRED COMPETENCIES**

<b>Functional/Technical Competencies</b>
Knowledge of Office practice & procedures.
Knowledge of record storage and retrieval systems.
Knowledge of MOH Registry procedures

Knowledge of Access To information Act and the Official Secrets Act

<b>Core Competencies</b>	<b>level s</b>
Good Oral Communication skills	2
Good written communication skills	2
Confidentiality	2
Good interpersonal skills.	2
Customer and quality focus	2
Teamwork and cooperation	2

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

- 4 “O” Level including English
- Training in Records Management

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

Dust Nuisance  
Poor air ventilation system.