



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Registrar
JOB GRADE:	PIDG/ RIM 3
DEPARTMENT:	Information & Documentation
REPORTS TO:	Manager Information & Documentation
MANAGES:	Registry Staff

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

Dwayne Linton

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To provide reliable & efficient Registry services to the Ministry's clients at the least cost and in the shortest possible time.

KEY OUTPUTS

1. Information stored in registry is arranged scientifically/logically for easy retrieval.
2. Accurate stamp imprest.
3. Records sorted and listed.
4. Incoming correspondence receive are distributed & filed daily.
5. Registered mails recorded and distributed.
6. Annual Budget prepared.
7. Daily supervision of Registry staff
8. Index maintained and updated

KEY RESPONSIBILITY AREAS

1. Authorizes creation of new files.
2. Ensures new subject headings & file titles are recorded.
3. Ensures that information stored in registry is arranged scientifically using established systems.
4. Locates file in and out of registry custody.
5. Records local & over seas mails in stamp imprest register.
6. Sorts & lists boxes sent to registry.
7. Maintains and updates index.
8. Ensures that files requested are dispatched and files returned are recorded and re-shelved.
9. Removes inactive records from shelves.
10. Prepares inactive records for transfer to secondary storage/disposal.
11. Prepares annual Registry Budget.
12. Records and distributes incoming registered letters.
13. Prepares monthly stamp imprest register
14. Ensures registry procedures are followed

15. Supervises registry staff
16. Prepares Annual Performance Evaluation Report for Registry Staff
17. Prepares monthly report for registry
18. Performs any other related duties that may be assigned from time to time.

PERFORMANCE STANDARDS

1. Quick response to request of files (same day service)
2. Tracking system update & maintained.
3. Accurate filing
4. Records organized scientifically.
5. Registry procedures are adhered to.
6. Accurate stamp register
7. Report submitted on time
8. Accurate filing and shelving

REQUIRED COMPETENCIES

Functional/Technical Competencies
Knowledge of Access to Information Act.
Knowledge of Records Management techniques
Knowledge of MOH Registry procedures
Knowledge of good office practice and procedure.
Knowledge of the Official Secrets Act

Core Competencies	Level s
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	3
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MINIMUM EDUCATION AND EXPERIENCE REQUIRED

- Certificate in Records Management.
- Certificate in Supervisory Management
- 4 O' Levels including English

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Dust Nuisance
- Poor Ventilation System.

AUTHORITY

- Decide Subject Headings
- Recommend leave
- Assign new and related tasks to Registry Staff