



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Records Officer (Leave)
JOB GRADE:	PIDG/RIM 2
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 ensures that all records pertaining to leave are recorded and maintained for staff within the Ministry of Health and Regional Health Authorities

2. KEY OUTPUTS (Results, Deliverables)

- Individual Work Plan prepared;
- Incoming and outgoing correspondence recorded and maintained;
- Leave processed;
- Leave accumulation computed ;
- Advice and guidance provided to managers and staff;
- Reports prepared.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative/Technical Responsibilities:

- Prepares individual Work Plan;
- Request personal files from the Confidential Registry;
- Keeps a record of all application for leave including department, sick, vacation and resumption of duties and resignation;
- Liaises with officers with regard to leave entitlement;
- Computes and processes all types of leave for staff in the Ministry's Head Office and Regional Health Authorities;
- Advises the Finance and Account Division about all leave granted, resumption from duties and resignations;

- Maintains a record of all incoming and outgoing correspondence for leave;
- Prepares monthly report for the amount of leave correspondence received, processed, approved or not approved;
- Provides advice to officers on vacation leave and date of resumption;
- Provides guidelines for members of staff with the provision of the Staff Orders;
- Informs the Human Resource Planning and Development Section of vacation leave eligibility as it relates to study leave;
- Keeps a record of all persons proceeding on vacation leave;
- Assists with updating and preparing service records information.

B.) Other Responsibilities:

- Performs other related duties that may from time to time be assigned.

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;
- Leave processed in a timely manner;
- Leave accumulation computed in keeping with set guidelines and in a timely manner;
- Advice and guidance provided to staff as the need arises;
- Report on activities is accurate and comprehensive and prepared and submitted in agreed time frame.

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director Employee Relations	Obtains/gives advice, receive directives, guidance, general information and provide feedback.
Human Resource Officer	Obtains/gives advice, receive directives, and guidance, work assignments, provide reports, recommendations, general information and feedback
Finance and Accounts Division	Matters pertaining to leave
Other members of staff	Enquiry on leave matters
Regional Health Authorities	Collaborate, obtain and share information, discuss issues

ii) External Contacts

Contact	Purpose of Communication
Ministry of Finance and the Public Service /SHRMD)	Submission of pension particulars,, approval of pensions

6. REQUIRED COMPETENCIES:

Core

- Good presentation, written, oral and communication skills;
- Good human relations and interpersonal skills;
- Good planning and time management skills;
- Strong decision-making, critical thinking and problem solving skills;
- Ability to exercise sound judgement and attention to detail;
- Excellent skills in teamwork and cooperation;

- 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 of Leave Administration;
- Knowledge of Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Graduate from a Secondary Institution with four (4) subject at the CXC or GCE O' Level Including English Language and a numeric subject;
- Minimum of three (3) to four (4) years work experience;
- Training in Leave Administration;
- Training in Customer Service
- Any other equivalent academic training and experience.

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.