



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

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Records Officer
JOB GRADE:	PIDG/RIM 2
DEPARTMENT:	Human Resource Management & Corporate Services
UNIT:	Manpower Planning and Development
REPORTS TO:	Director, Manpower Planning and Development
MANAGES:	N/A

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

Gary Campbell

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date created/revised

JOB PURPOSE

To coordinate Performance Management Appraisal System under the direction of the Director of Manpower Planning and Development

KEY OUTPUTS

1. Progress Report on PMAS
2. Coordinates and organize PMAS sessions
3. Advice staff on PMAS activities
4. Answer queries
5. Type documents

KEY RESPONSIBILITY AREAS

1. Prepares progress report on PMAS
2. Coordinates and organizes sessions with staff
3. Assist in the Placement (Interns, SHO, Nurses, Med. Tech. etc) process
4. Types memos, letters and reports as required
5. Responds to queries as it relates to placement, PMAS, training and sponsorship
6. Keep records of job description
7. Updates job description to be output focused format
8. Attends meetings associated with PMAS
9. Maintain the Performance Management Appraisal System process
10. Follow-up on request for assistance from staff (PMAS)
11. Plan and attend meetings with staff (PMAS)
12. Performs any other related duties

PERFORMANCE STANDARDS

1. Reports generated and submitted in a timely manner
2. PMAS sessions planned and executed effectively
3. Meetings planned and attended
4. Documents typed accurately
5. Prompt respond to queries
6. Relevant and accurate advice given

REQUIRED COMPETENCIES

Functional/Technical Competencies	Levels
Knowledge of Performance Management and Appraisal System	
Knowledge of record storage and retrieval systems.	
Knowledge of administrative procedures and principles	
Knowledge of modern equipment	
Use of technology	

Core Competencies	Levels
Good Oral Communication skills	
Good written communication skills	
Confidentiality	
Good interpersonal skills.	
Customer and quality focus	
Teamwork and cooperation	
Good problem solving ability	
Initiative	

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

- Minimum requirements for entrance into the Public Service i.e.4 CXC/'O' Level including English.
- Minimum two (2) years work experience

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

No adverse working condition. May at times require travelling to MOH out offices

AUTHORITY

N/A