

**NATIONAL PUBLIC HEALTH LABORATORY  
JOB DESCRIPTION**

**NAME**

**DESCRIPTIVE TITLE OF POST**

Records Officer (PIDG/RIM 2)

**REPORTING RELATIONSHIP**

Director of Immunology Unit

**MINISTRY OR AGENCY**

Ministry of Health

**DEPARTMENT**

Immunology

**LOCATION**

21 Slipe Pen Road, Kingston

**SUMMARY**

Under the supervision of the Director of Immunology Unit, the Records Officers is to ensure that all the clerical needs of the department is met, these cover, handling all test data for input into the computer, retrieval and printing as well as dispatching of these results. Ensure accurate documentation and control of cash flow to facilitate payment of bills for technical and non-technical supplies. Liase with the Director of Immunology Unit of Jamaica and central administration regarding these activities.

**DUTIES AND RESPONSIBILITIES**

- Preparation of commitment for the Ministry to draw cheques for the payment of bills.
- To see that payment is made for all reagents and any other materials and supplies.
- Sourcing and purchasing of all stationery and other non-technical supplies.
- To keep accurate account on a monthly basis of the allocation and expenditure o f funds for the unit.

- Regular liaison with senior accountant.
- To ensure that all non-technical machinery and equipment is kept in proper order.
- To enter all laboratory request data in computer.
- To enter all laboratory test results in computer.
- To extract all final reports from computer
- To sort and enter all reports in dispatch books.
- To research and provide copy reports when necessary.
- To receive messages in the absence of supervisors.
- Any other relative duties that may be assigned by supervisor.

## **QUALIFICATION**

4 C.X.C. subject or its equivalent including English Language plus in-service training, computer skills plus basic Inventory Management and procurement skill.