



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Records Clerk
JOB GRADE:	PIDG/RIM 1
POST NUMBER:	
DIVISION/BRANCH:	Corporate Service Division/Human Resource Management & Development Branch
SECTION/UNIT:	Employee Relations Unit
REPORTS TO:	Director, Employee Relations
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 Director, Employee Relations, the incumbent is responsible for storage and retrieval of information pertaining to Industrial Relation matters and also assists in maintaining records pertaining to loans and leave administration for the Ministry's Head Office and Regional Health Authorities.

2. KEY OUTPUTS (Results, Deliverables)

- Individual Work Plan prepared;
- Filing system maintained ;
- Records of incoming/outgoing correspondence maintained;
- Location of all files recorded;
- Bring-up system maintained.

3. KEY RESPONSIBILITIES (Activities, Tasks)

- Prepares individual Work Plan ;
- Maintains a filing system, ensuring that correspondence and other documents are correctly numbered and indexed;
- Receives all documents from Trade Unions, Staff Associations, Ministry of Finance , Ministry of Labour and Social Security etc pertaining to Heads of Agreement and submit to the Industrial Relations Officer;
- Encloses relevant documents/correspondences on files;
- Duplicates documents as required;
- Develops and maintains a system for the effective storage and retrieval of records for Industrial Relations matters;

- Locates and submits files to officers on request;
- Records the movement of files in and out of the custody of the Employee Relation Section;
- Maintains a bring-up system;
- Assists in maintaining a record of all incoming and outgoing correspondence pertaining to loans and leave;
- Assists in preparing leave computation and submits to the Assistant Human Resource Officer;
- Collects, documents and make copies of all motor vehicle information from officers entitled to travelling allowance;
- Performs any other related duties assigned from time to time by the Human Resource Officer.

4. PERFORMANCE STANDARDS (How Success Will Be Measured):

- Individual Work Plan prepared in accordance with agreed format and within specified time frame;
- Filing system maintained that allows for easy retrieval of information maintained ;
- Records of incoming/outgoing correspondence maintained and are accurate;
- Location of all files recorded in accordance with established guidelines;
- Bring-up system maintained. in accordance with established standards

5. INTERNAL AND EXTERNAL CONTACTS:

i) Internal Contacts

Contact (Title)	Purpose of Communication
Director Employee Relations	Obtains advice, receive directives, guidance, general information and provide feedback.
Other members of staff	Discuss issues in relation to relevant activities

ii) External Contacts

Contact	Purpose of Communication

6. REQUIRED COMPETENCIES:

Core

- Good presentation, written, oral and communication skills;
- Good human relations and interpersonal skills;
- Good planning and time management skills;
- Good decision-making, critical thinking skills;
- Ability to exercise sound judgement and attention to detail;
- Good skills in teamwork and cooperation;
- Customer Service skills
- Strong goal/result orientation;
- Excellent integrity/ethics exercised in the performance of duties.
- Confidentiality

Technical

Records Clerk, Corporate Services Division/Human
Resource Management & Development Branch,
Ministry of Health,
Prepared: By HR Consultant, August 05, 2016.

- 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 on the computation of leave ;
- Knowledge of Proficiency in the use of relevant computer software and computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

- Graduation from a Secondary Institution with four (4) subject at the CXC or GCE O'Level including English Language and a numeric subject
- Any other equivalent academic training

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Required to work beyond normal working hours whenever the need arises.

9. AUTHORITY:

N/A

10. WORKING CONDITIONS:

- Normal office conditions.