



Ministry of National Security

Applications are invited from suitably qualified candidates to fill the post of:

**RECORDS OFFICER (PIDG/RIM 2)
INSTITUTE OF FORENSIC SCIENCE & LEGAL MEDICINE**

SALARY SCALE: \$640,392.00 – \$761,225.00 PER ANNUM

JOB PURPOSE:

Under the general direction and supervision of the Administrative Manager the incumbent will manage and maintain an efficient and effective Records Management System within the Administrative Unit, Human Resource Management and Administration Division in accordance with established policies and procedures.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Official files created, updated and maintained
- File shelves maintained
- File activity records updated
- File tracking system maintained
- Reports prepared within the stipulated timeline
- Manage the work Requisition Log
- Effective monitoring of the Unit's email
- Follow up with suppliers of Goods and Services
- Facilitate the distribution of stores
- Prepare minutes sheets and spread sheets for Post Mortem and Funeral Homes Claims

Management/Administrative

- Prepares work place in collaboration with the Administrative Manager;
- Reviews, evaluates and makes recommendations on work, methods, procedures, and policies;
- Prepares and submits reports/data as required;
- Maintains and manages an efficient and effective Records Management system;
- Follow up with suppliers of goods and services regarding quotation requested, invoices and delivery of goods and services;
- Processes requisitions requests for stores from all the departments;
- Assists with the preparation of Reports submitted within the established timeline;
- Expenditure, Inventory, and store requisition deliver within the agreed timeline;

Technical/ Professional

- Create official files in accordance to established guidelines
- Monitors that all files are complete and include relevant enclosures.

- Retrieves and replaces files in line with established procedures.
- Maintains up-to-date records of file activities.
- Monitors and manages files on loan.
- Maintains an effective file-tracking system.
- Assists with the clearing of closed and inactive files.
- Processes and dispatches incoming and outgoing correspondence.

Other Responsibilities

- Photocopying duties performed
- Relief Telephone Operator as schedule
- Performs other related duties as assigned from time to time

Performance Standards:

- All activities are executed in accordance with established procedure, Institute guidelines and regulations.
- Files are complete and include all necessary enclosures.
- Files and shelves are physically arranged in accordance with procedure and facilitate easy access.
- An up-to-date record of file movements is maintained.
- Mail servicing is efficient and reliable and conducted in compliance with procedural guidelines and established regulations.
- Computerized and manual mail record systems are maintained and updated according to agreed schedule/standards
- File reports are prepared and submitted within required timeframes and formats
- File purging and disposals comply with established regulations.
- Confidentiality, integrity, tact and professionalism exercised at all time

(i) Internal Contacts

Contact	Purpose of Communication
Division's Administrators & Secretaries	To provide information
All staff	To provide information

(ii) External Contacts

Contact	Purpose of Communication
External stakeholders	To provide information
Suppliers	To provide information

Working Conditions

- Typical working environment, no adverse working conditions
- Prolonged use of computer

Required Competencies:

Core

- Excellent communication and interpersonal skills
- Client-focused, resourceful and reliable
- Team and results oriented

Technical

- Exposure to established file management systems and procedures
- Sound knowledge of established records management systems and procedures
- Proficiency in the use of Microsoft Office Suits and other relevant computer applications and systems

Minimum Required Education and Experience

- Four (4) GCE O' Level or CXC General Proficiency Level Passes including English Language and a numeric subject.
- Training in Records Management and Inventory Management would be an asset
- Two (2) years working experience in Records Management.

Interested persons should forward their application and résumé **NO LATER THAN Friday, February 9, 2018** to the:-

Director Human Resource Management & Administration
Institute of Forensic Science & Legal Medicine
2½ Hope Boulevard
Kingston 6
Email: vacanciesfslab@gmail.com

Please note that we thank all for responding but only shortlisted applicants will be contacted.