



# Ministry of National Security

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## CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

### **RECORDS CLERK (PID/RIM 1) - VACANT** **HUMAN RESOURCE MANAGEMENT UNIT**

**SALARY SCALE: \$1,124,500.00 - \$1,512,328.00 PER ANNUM**

#### **JOB PURPOSE:**

The incumbent is responsible for maintaining an effective record management system and ensures security of files in the Human Resource Management Unit.

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

#### **KEY RESPONSIBILITIES:**

- Creating files as instructed;
- Ensures the safe protection and handing over of files;
- Ensures that security measures pertaining to records management are adhered to;
- Closes existing files and opens new volumes;
- Processes incoming and outgoing information, documents and correspondences and keeping accurate records of these activities by entering them into receipt and delivery books;
- Retrieves information and files for users;
- Records all new main headings and file titles in the index book;
- Conducts records inventory;
- Searches charge out books, cards, file rack and officers dip to locate files;
- Retrieves records from outstation offices, prepares inventory and returns records to location;
- Participates in maintaining a file tracking system;
- Assists with sorting and classifying materials for integration into the Ministry's Records Management system;
- Assists in maintaining a log of activities performed;
- Assists with the maintenance of records of the Ministry's operations.

## MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Four (4) subjects at the CXC or GCE 'O' Level, including English Language and a numeric subject, plus on-the-job training in Records and Information Management.

## COMPETENCIES AND SKILLS REQUIRED

- Records Management
- Inventory Management
- Customer Service

## SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical working environment
- No adverse working conditions

Interested persons should forward their applications and resume **NO LATER THAN Friday, March 31, 2023** to the:

Director, Human Resource Management and Administration  
Human Resource Management and Administration Branch  
Ministry of National Security  
4<sup>th</sup> Floor North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Records Clerk (PID/RIM 1)**

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