

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following posts in the **Accountant General's Department (AGD)**.

Records Officer 1 (Digitization Team) (PIDG/RIM 2) – 4 posts, Vacant – Information Technology Unit, Salary range \$1,711,060 - \$2,301,186 p.a.

JOB PURPOSE:

The Records Officer is responsible for the digitizing and labelling of all personnel correspondence/records within the HR Unit. The Officer ensures the electronic folder/data bank is current for all members of staff in accordance with the Department's and GOJ's standards.

Summary of the broad purpose of the position in relation to Government's goals and strategies:

- To scan and label files.
- To maintain the electronic folder/data bank.
- To minute physical files and update enclosures.

KEY RESPONSIBILITIES:

Technical

- Scans and labels correspondence for inclusion in the electronic folder/data bank.
- Uploads relevant information and correspondence to electronic database.
- Assists with the minuting of physical files.
- Files correspondence on physical file.
- Retrieves and disseminates files requested by Public Loans Unit and the Registry.
- Provides guidance re the electronic file database.
- Prepares reports within agreed timelines.
- Assists staff with records enquiries.
- Responds to requests for information and advice.
- Photocopies documents.
- Assists with data entry onto appropriate software and databases.
- Any other related duties that may be assigned from time to time.

REQUIREMENTS FOR THIS JOB:

Essential:

- 4 CXC/GCE O' Level subjects at the general proficiency level including English Language and a numeric subject ie. Mathematics/Accounting

Essential Experience and Knowledge

- At least one (1) year's related working experience

COMPETENCIES:

The following competencies are required for the effective performance of this job:

Core Competencies

- Good Oral and Written Communication
- Good Problem Solving and Analytical Skills
- Good Customer Focus Skills
- Results Focus
- Integrity

Technical Competencies

- Good knowledge of Records Management
- Basic knowledge of required Legislations, Policies and Procedures

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

Physical Demands

- Eye strain from concentration on computer
- Dust from files
- May be required to do some amount of lifting, bending, stooping and walking

Work Environment

- Normal office conditions, but may be exposed to some amount of dust
- Travel – N/A

Applications accompanied by resumes' should be submitted **no later than Wednesday, 19th February, 2025 to:**

**Director Human Resource Management & Development
Accountant General's Department
21 Dominica Drive, Kingston 5
Email: careers@treasury.gov.jm**