

INSTITUTE OF JAMAICA

(Agency of the Ministry of Culture, Gender, Entertainment and Sport)

Applications are invited to fill the following post in the Human Resource Development and Management Department of Central Administration:

Records Officer (PIDG/RIM 2)

JOB SUMMARY

To provide support to the Human Resource Department by managing the retrieval and storage of human resource documents and the processing of human resource transactions.

MAJOR RESPONSIBILITIES

- Prepares a monthly attendance report for Central Administration
- Manages Human Resource Development and Management email account.
- Manages and maintains up to date information within the HRIS database systems.
- Manages, updates and maintains efficient Human Resource Management Database (HRM2001).
- Updates the E-Census
- Prepares and circulates agenda and minutes of meetings including Tuition Refund Meetings & Reward and Recognition meeting
- Prepares Period of Service Records and Pension Particulars
- Ensures that the files are complete in all respects with the relevant documents and data records.
- Files correspondence
- Maintains records of sick leave, departmental, other forms of leave, and responding appropriately to queries as regards to staff entitlement.
- Scans documents and assists in updating Human Resource Management Information System
- Answers and appropriately routes all incoming calls to the Human Resource Department.
- Prepares and types correspondence

MINIMUM QUALIFICATION/EXPERIENCE

- Four (4) subjects at the CSEC or GCE Ordinary Level including English Language and Mathematics or Accounts
- Diploma in Human Resource Management would be an asset.
- Three (3) years' related experience

Applications should be submitted no later than **Thursday, November 11, 2021** to:

**DIRECTOR
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON**

Email: personnel@instituteofjamaica.org.jm