



Houses of Parliament

Jamaica

Gordon House, 81 Duke Street, Kingston, Jamaica

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RECORDS CLERK PAY BAND 3 (PIDG/RIM 1) (CONTRACT POST)

Applications are invited from suitably qualified officers for the post of **Records Clerk Pay Band 3 (PIDG/RIM 1)** at the **Houses of Parliament**. The salary ranges from \$1,272,269-\$1,711,060 per annum.

SCOPE OF DUTIES

Under the general supervision of the Clerk to the Houses, the Records Clerk provides administrative support as well as purchasing and issuing of stationery supplies and is also responsible for photocopying and scanning of documents for the Houses of Parliament

MAIN DUTIES AND RESPONSIBILITIES

- Ensures that documents are copied for the House of Representatives, the Senate and Parliamentary Committees as required for the effective operations of the Parliament
- Maintains and updates records of all stationery items that are issued and purchased on a daily basis.
- Scans purchase orders to be dispatched to relevant suppliers.
- Scans official documents for Members of staff and Parliamentarians as required.
- Corresponds with the Procurement Officer when purchasing stationery items.
- Monitors stock of office supplies and report to the Procurement Officer whenever there are shortages.
- Maintains supplies by checking stock to determine inventory levels, placing and expediting orders, stocking items and delivering supplies to staff work stations.
- Assists the Clerks with research when requested by Parliamentarians, Government Agencies or private companies.
- Ensures that documents of the Clerk to the Houses and Deputy Clerk are prepared for the sittings of the House of Representatives, the Senate and Parliamentary Committees.
- Perform any other duties assigned

REQUIRED SKILLS/COMPETENCIES

- Good time management and organizational skills
- Excellent oral and written communication skills

- Must be able to work under pressure
- Excellent interpersonal and team building skills
- Ability to work on own initiative
- Proficiency in the use of Microsoft Office Suite

QUALIFICATIONS & EXPERIENCE

- Five (5) CXC or GCE O' Level passes including Mathematics and English Language or Certificate in Records Management
- Sound knowledge of government inventory management guidelines
- Certification in Inventory Management would be an asset

Application accompanied by resume should be submitted **no later than Friday, June 9, 2023** to:

Clerk to the Houses
Houses of Parliament
Gordon House
81 Duke Street
Kingston

Please note that only short listed applicants will be contacted.