

## MINISTRY OF JUSTICE

### Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Records Officer (PIDG/RIM 2) (not vacant)** in the Social Justice Division; salary range \$1,711,060.00 - \$2,301,186.00 per annum.

#### JOB PURPOSE

Under the supervision of the Principal Director, Social Justice Services, the incumbent is responsible for maintaining an effective Records Management System and ensuring that incoming and outgoing correspondences are recorded, dispatched or processed. The incumbent is required to ensure that records are maintained and are accessible in a timely, accurate and safe manner.

#### REQUIRED QUALIFICATION AND EXPERIENCE

- Four (4) CXC Subjects including English Language and a numeric subject;
- A minimum of one (1) year experience in records management.
- NVQJ Level 2 Records Management/Administrative Management - HEART NSTA or related field would be an asset.

Kindly submit cover letter and resume along with the name, telephone number and email address of two (2) references, one must be a former/current supervisor **no later than Friday, June 6, 2025 to:**

Senior Director, Human Resource Management and Development

Ministry of Justice

61 Constant Spring Road,

Kingston 10

or via

Website: [moj.gov.jm/careers/apply](http://moj.gov.jm/careers/apply)

The Ministry of Justice thanks all applicants for their interest, however only those shortlisted will be contacted.