

MINISTRY OF JUSTICE

Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Records Officer 1 (PIDG/RIM 2) (vacant)** in the Documentation Information & Access Services Branch, Corporate Services Division; salary range **\$1,711,060.00 - \$2,301,186.00 per annum**.

JOB PURPOSE

Under the supervision of the Records Analyst, the Records Officer is responsible for providing records and information management support/services for the efficient operations of the Registry.

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

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