



REGISTRAR (PIDG/RIM 3)

Registry - Human Resource Management and Administration Division, Headquarters

Job Purpose

Under the direction of the Deputy Director, Human Resource Management, the incumbent is responsible to coordinate the maintenance of the Registry and provide administrative services for leave, mail and records management.

Key Responsibilities

- Implements and maintains efficient records and information systems
- Ensure effective organization of the Registry to enable timely retrieval of records from storage
- Manages incoming and outgoing mail procedures
- Verifies leave computation and leave reports
- Ensures leave Register is maintained at the required standard
- Create, update and maintain personal files and records (print & electronic)
- Draft and prepare personnel correspondence and other reports

Skills & Competencies

- High level of confidentiality
- Ability to work on own initiative
- Very good oral and written communication skills
- Ability to meet deadlines
- Proficient in Microsoft, Excel, Word and other computer applications in general

Minimum Qualifications/Experience

- Certificate in Records and Information Management and or Business Administration/Management
- A minimum of five (5) subjects at the CXC or GCE 'O' Level including English Language
- Supervisory training from a recognized institution

Salary Scale: \$897,182.00 p.a. - \$1,066,467.00 p.a.