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**CIRCULAR No. 18**  
**OSC Ref. C. 4664<sup>14</sup>**

**11<sup>th</sup> January, 2022**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** post of **Records Archivist (PIDG/RIM 4)** in the **Accountant General's Department**, salary range \$1,354,116 – \$1,490,750 per annum and any allowance(s) attached to the post.

**Job Purpose**

Reporting to the Assistant Registrar – Document Management, the Records Archivist is responsible for assembling, cataloguing, preserving and managing the Treasury's valuable collections of historical information (records, documents, books and objects). The incumbent appraises, edits and directs safekeeping of the Treasury's permanent records and historically valuable documents and participates in research activities based on archival materials.

***Summary of the broad purpose of the position in relation to Government's goals and strategies:***

- To create and maintain accessible archives and databases from which information is readily retrievable, incorporating current advances in electronic information storage technology;
- To organize archival records and develop classification systems to facilitate access to archival materials;
- To prepare archival records, such as document descriptions, to allow easy access to information;
- To preserve records, documents, books and objects;
- To provide reference services and assistance for users needing archival materials.

**Key Responsibilities**

***Technical:***

- Participates in the development of, and implements Document Management Strategy, Policy and Procedures, to facilitate efficient, legal and secure access to electronic content;
- Maintains standards, best practices and system usage procedures;
- Provides technical guidance to the Assistant Registrar, Document Management, and the staff of the AGD;
- Implements Customer Service Charter throughout the Unit;
- Participates in the development and implementation of automated retention and disposal schedules using the document management system;
- Evaluates Treasury records for preservation and retention, bearing in mind any need for careful handling, repair or conservation;
- Arranges the acquisition and retrieval of Treasury records;
- Creates and maintains accessible, retrievable computer archives and databases, incorporating current advances in Electronic Information Storage Technology;
- Organizes archival records and develops classification systems to facilitate access to archival materials;
- Catalogues collections and manages information and records;
- Prepares Record-keeping systems and procedures for archival research and for the retention or destruction of records;
- Preserves Treasury records, documents and objects, copying records to film, videotape, audiotape, disk or computer formats as necessary;
- Provides reference services and assistance for users needing archival materials;
- Responds to enquiries from members of the public and other users;
- Prepares archival records, such as document descriptions, to allow easy access to information;
- Maintains user-friendly, computer-aided search systems;
- Organizes Training Sessions on archival Treasury procedures, advising users on how best to access, use and interpret archives;
- Advises management on the ongoing organization and storage of material to facilitate planning for future needs;
- Ensures compliance with Record Keeping requirements resulting from legislation, audit rules and other relevant regulations;

- Keeps current with emerging document management trends and current dominant technologies in Records Management;
- Produces reports as required;
- Performs any other related duties that may be assigned from time to time.

### **Required Knowledge, Skills and Competencies**

- Knowledge of the various guiding Acts and Regulations including the Access to Information Act
- Cutting edge knowledge of direct service delivery through online web enabled portals, use of popular social media and mobile platforms and interfaces
- **Analytical Thinking, Decision Making and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions
- **Strategic Planning:** The ability to develop effective plans in keeping with the Department's objectives, including to effectively review policy issues, determine priorities, and set medium and long term goals
- **Customer and Quality Focus:** The ability to continuously ensure high standards of quality and service delivery to meet customers' expectations
- **Managing the Client Interface:** Ability to work effectively with others, both internal and external to the Department, to deliver acceptable, customer-oriented and high quality service
- **Oral and Written Communication:** The ability to communicate proficiently orally, in writing, and in one-on-one, face-to-face, with excellent public speaking skills
- **Performance Management:** The ability to align resources, systems, standards and activities to effectively, efficiently and consistently meet the goals and Strategic Objectives of the Department are met
- **Collaboration and Teamwork:** The ability to be a collaborative business leader, and an inspiring professional who shows a genuine intention to participate and work co-operatively with others in pursuit of team goals
- **Interpersonal skills:** The ability to display sensitivity towards others, interact collaboratively with colleagues, and to build long term internal and external relationships and gain support to achieve desired objectives
- **Change Management:** The ability to maintain effectiveness in a changing environment and the willingness to respond quickly and positively to change, and to lead others through change and manage their concerns
- **Integrity:** The ability to consistently demonstrate sound ethical standards, observe the codes of conduct for employees and codes of professional practice, and show consistency between established values and behaviors, in order to build trust and credibility
- **Strategic Vision:** The ability to develop a clear vision of the desired future state of the Department, demonstrate awareness of and or anticipate changing environmental trends, industry opportunities and threats/risks
- Ability to work effectively under pressure

### **Minimum Required Qualification and Experience**

- Graduated from a recognized institution with a Certificate/Diploma in Records Management and two (2) years relevant experience;
- OR**
- Training in Library Science and/or Archival Procedures from a recognized institution and three (3) years' experience in the field or a similar environment;
- OR**
- High School graduate with four (4) subjects at the CXC or GCE O'Level, including English Language and a numeric subject and training in Records and Information Management systems, procedures and practices and automated technologies as it relates to Records Management and/or area of operation, plus seven (7) years' experience in a similar environment;
- OR**
- Any other combination of training and experience that would yield the necessary skills needed at this level.

### **Special Condition Associated with the Job**

- May be required to do some amount of lifting, bending, stooping and walking;
- Pressured working conditions with numerous critical deadlines;
- May be exposed to some amount of dust.

Applications accompanied by Résumés should be submitted **no later than Monday, 24<sup>th</sup> January, 2022 to:**

**Director  
Human Resource Management and Development  
Accountant General's Department  
Ministry of Finance and the Public Service Complex  
30 National Heroes Circle  
Kingston 4**

**Email: careers@treasury.gov.jm**

**Please note that only shortlisted applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**