



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 52 **OSC Ref. C.4664¹⁴**

4th February, 2021

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Assistant Registrar - Records (PIDG/RIM 5) - (Not Vacant)** in the **Accountant General's Department**, salary range \$1,640,253 - 1,949,746 per annum and any allowance(s) attached to the post.

Job Purpose

Reporting to the Registrar, the Assistant Registrar-Records ensures effective records management, including provision of Library and Research Services and maintenance of the Treasury Library and its collections. Also ensure that materials are current and accessible, and available to Library users when required. The incumbent manages the systematic control of the Treasury's Records throughout their life cycle, ensuring that records are accurate, effectively recreate their context, are easily accessible, available for years in the future, and can be destroyed routinely when no longer needed, in order to support the day to day operations of the Treasury, and decision making, as well as meet statutory, legal and fiscal requirements, and stakeholder expectations.

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

- To design, set up, maintain, review and document the AGD Records Management Systems;
- To identify the most appropriate records management resources;
- To advise on, and implement new Records Management policies and classification systems;
- To provide a policy framework to guide staff in the management of their records and use of the AGD's Records System;
- To manage the Records Management and Treasury Information services to incorporate the use of cutting-edge technology and automated direct access services;
- To establish and maintain the Treasury Library and its collections, and provide library and research services;
- To ensure the fast, accurate and reliable access to records and the timely destruction of redundant information;
- To ensure business continuity in the event of a disaster;
- To ensure that the Treasury records are stored in a secure environment, and securely maintained to prevent unauthorised access, alteration, damage or removal;
- To ensure the compliance of the AGD's Records Management policies, processes and procedures with legislative and regulatory requirements, particularly as laid down by the Access to Information Act and other relevant regulations and legislation;
- To ensure that the Records Management system protects the interest of employees, clients and other stakeholders.

Key Responsibilities

Technical

- Participates in the development and manages the implementation of short-term and long-term Records and Documents Management strategy, policy and procedures;
- Participates in the development, tracking, optimizing and enforcing of short and long-term Records and Document Management Budgets, including for library services;
- Manages the provision of technical guidance to all stakeholders;
- Participates in the formation of the AGD's Records Management policy and procedures to include the provision of Library services;
- Develops and implements a Customer Service Charter and SLA's for the Unit;
- Manages the day to day operations of the Unit to ensure records including Library content, are readily available when needed and sufficient in content, context and structure to reconstruct the relevant activities and transactions that they represent and are compliant with Records Management policies and procedures, SLA's and Customer Charter;

- Manages the integration of Records Management with the Customer Service platform to serve the AGD and its stakeholders in every aspect utilizing web enabled security controlled access portals, popular social media interfaces and mobile friendly applications/platforms;
- Participates in the selection and manages the implementation of Automated Records Management System using cutting edge technology and incorporating Industry best practice and security level access distinctions;
- Manages the implementation of the change over from paper based to Electronic Automated Records Management System;
- Participates in the development and manages the implementation of Automated Retention and Disposal Schedules using the Records Management System;
- Manages the categorisation and codification process for all records to be maintained;
- Manages the archival process to ensure that documents and other material of historical significance and importance are preserved and made accessible through available technology in digital format;
- Manages the availability and accessibility of reference materials, to include Government Gazettes, reports, journals, encyclopaedias, dictionaries, textbooks etc.
- Manages the provision of daily newspapers, news magazines, journals to members of staff and public, Catalogue and Classification;
- Ensures Electronic Records, changes and additions are identifiable through audit trails;
- Manages records to ensure that they comply with any record keeping requirements resulting from legislation, audit rules and other relevant regulations;
- Manages records to meet the specific purposes for which they are maintained by identifying and linking records to the business process to which they are related;
- Manages records to ensure that they are securely maintained to prevent unauthorised access, alteration, damage or removal – that they are stored in a secure environment, the degree of security reflecting the sensitivity and importance of the contents; and that where records are migrated across changes in technology, the evidence preserved remain authentic and accurate;
- Keeps current with emerging Records Management trends, and current dominant technologies in Records Management;
- Produces reports as required.

Strategic Leadership

- Implements and enforces the Organization's policies and procedures by way of systems that will improve the overall operation and effectiveness of the Unit and the AGD;
- Conducts research and recommends changes to policies, procedures and systems to enhance the functioning of the Unit and Department;
- Assists with the preparation of the Department's Annual Strategic Plan and Budget, and supports the Registrar and the Deputy AG, Information and Technology to deliver the Division's Operational Plan in an accurate and timely manner;
- Assists with the establishment of internal control processes required to manage and grow the Division;
- Deputizes for the Records and Information Manager as and when required.

As Unit Head:

- Leads in the smooth and efficient operation of the Unit through the management of daily operations;
- Prepares and monitors the Unit's Operational Plan and Budget ensuring the work of the Unit is carried out according to plan, and agreed targets achieved;
- Establishes and implements systems for reporting of work done against stated and agreed Work Plans for the Unit;
- Establishes internal control processes required to manage and grow the Unit.

Human Resource Management

- Plans, organizes and directs the work of the Unit by overseeing the development of performance targets for the Unit and staff, based on the Corporate and Divisional Strategic Plans;
- Ensures that the Unit's staff have sufficient and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and disciplinary action;
- Participates in the recruitment of staff for the Unit;

- Recommends transfer, promotion, termination and leave in accordance with established Human Resource Policies and Procedures;
- Identifies competency gaps and collaborates with the Manager, Training and Development to develop and implement Staff Development and Succession Plans for the Unit to ensure adequate staff capacity;
- Monitors job specific and environmental factors, implements and promotes Health and Safety policies; and mitigates and minimizes workplace hazards;
- Monitors the performance of staff and ensures effective and objective staff performance management, through timely and accurate completion of the staff appraisal process, including periodic reviews;
- Ensures that welfare issues of Unit staff are clearly identified and addressed.
- Performs any other related duty that may be assigned from time to time.

Required Knowledge, Skills and Competencies

The incumbent is a senior public servant who represents the Government at all times; a member of the Senior Executive team of the AGD, who is expected to participate in managing the Department, and to lead a team of professionals in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

- **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.
- **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.
- **Analytical Thinking, Decision Making, and Problem Solving:** The capacity to analyze problems promptly, choose between alternatives, and effect meaningful solutions.
- **Collaboration and Team Work:** The ability to be a collaborative business leader, and an inspiring IT 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.
- **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 in a consistent, effective and efficient manner.
- **Leadership and Team Building:** The ability to provide vision, direction, allocate responsibilities, delegate and motivate staff in one's team, to include leading by example.
- **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
- **Emotional Intelligence:** Possession of self-awareness, self-management, social awareness, and social skills – The ability to display behaviors appropriate to the AGD's business and social environment.
- **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.
- **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.
- Ability to work effectively under pressure.

Minimum Required Qualification and Experience

a. Qualification and Training

Essential:

- A Bachelor's Degree in a Social Science or Library Science from a recognized institution;
- Certificate/Diploma in Records Management from a recognized institution;
- Formal training in Records Management, Archival Procedures and Information Systems, Procedures and Practices and automated technologies as it relates to Records Management.

Desirable:

- Formal training in Library Science and/or archival procedures from a recognized institution.

b. Essential Experience and Knowledge

- At least five (5) years' experience in a related supervisory capacity.
- Knowledge of the various guiding Acts and Regulations including the Access to Information Act;
- Experience with automated and IT enabled Records Management, and Information Management Systems;
- Cutting edge knowledge of direct service delivery through online web enabled portals, use of popular social media and mobile platforms and interfaces.

Special Conditions Associated with the Job

- **Physical Demands** – May be required to do some amount of lifting, bending, stooping and walking; and pressured working conditions with numerous critical deadlines.
- **Work Environment** - Normal office conditions, but may be exposed to some amount of dust.

Applications accompanied by résumés should be submitted **no later than Thursday, 17th February, 2021 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**