



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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CIRCULAR No. 126
OSC Ref. C. 4840³⁰

30th March, 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 Manager (GMG/SEG 2)** in the **Corporate Planning and Administration Division, Ministry of Finance and the Public Service (MOFPS)**, salary range \$2,104,355 - \$2,501,416 per annum and any allowance(s) attached to the post.

Job Purpose

Under the direction of the Director, Documentation Information & Access Services, the Records Manager is responsible for managing the Records and Information Management Programme of the MOFPS in keeping with GOJ's Records and Information Policy and the Jamaica Archives and Records Department. The incumbent is required to oversee records from their creation and preservation through to disposal and ensure that records are maintained and are accessible in a timely, accurate and safe manner.

Key Responsibilities

Technical/Professional

- Develops and recommends, in keeping with GOJ guidelines, records management standards, policies and procedures for adoption and implementation;
- Ensures adherence to legal requirements which affect retention, dissemination, access and storage of information maintained by the Division;
- Oversees and ensures the maintenance of an efficient Documentation System to facilitate Procedural and Financial Audits;
- Provides information requested by the Senior Director, internal and external clients;
- Advises on documents which should not be released because they fall into the obsolete category;
- Reviews the organization of all incoming documents according to a logical classification scheme;
- Maintains security of records and files;
- Maintains and monitors the File/Document/Mail Tracking System;
- Reviews and authorizes the transfer of files to a secondary storage facility;
- Applies Retention/Disposition Schedules provisions to records and assists in processing file retention, disposal or transfer to the Government Records Centre;
- Compiles an Access to Information Manual containing dissemination of functions, duties, services of the Ministry and procedures for obtaining documents in sufficient detail to facilitate requests for access to records/information;
- Assists the Senior Director with the development and implementation of the Records Retention and Disposition Policy in keeping with GOJ guidelines.

Management/Administrative

- Compiles an Access to Information Manual containing dissemination of functions, duties, services of the Ministry and procedures for obtaining documents in sufficient detail to facilitate requests for access to records/information;
- Maintains and oversees Attendance Records;
- Prepares Annual/Quarterly/Monthly/Periodic Reports;
- Contributes to the development of the Section's Strategic and Operational Plan and Budget;
- Prepares performance and other reports as required;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares Work Plans for Records Officers.

Human Resource

- Maintains harmonious relationships with colleagues;
- Evaluates Records Officers' performance.

Customer Service

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Performs all other related duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication skills
- Strong analytical and problem-solving skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision making skills
- Ability to influence and motivate others
- Proficiency in the use of relevant computer applications

Technical

- Sound knowledge of the GOJ Records and Information Management Policy
- Working knowledge of disaster mitigation, preparedness, and response
- Proficiency in Microsoft Office suite and other programme applications appropriate to assigned responsibilities
- Knowledge of office management and administrative procedures and practices
- Knowledge of research and statistical methods and techniques
- Ability to compose correspondence and reports
- Ability to work independently and make sound and reasoned decisions
- Good understanding of the machinery of Government
- Advanced IT skills in relation to Word, PowerPoint, and Excel

Minimum Required Qualification and Experience

- First Degree in Records and Information Management or Library/Archival Studies and OR
- Diploma in Records Management or Management Studies;
- Five (5) years' experience as a Records and Information Manager or related professional field.

Applications accompanied by résumés should be submitted **no later than Tuesday, 12th April, 2022 to:**

**Senior Director, Human Resource Management & Development
Human Resource Management & Development Branch
Ministry of Finance & the Public Service
30 National Heroes Circle
Kingston**

Email: hrapplications@mof.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**