



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 312

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19th July, 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 following **vacant** posts in the **Auditor General's Department (AGD)**:

1. **Manager, Documentation and Information Management (AUGD/AGS 5)**, salary range \$1,850,163 - \$2,199,263 per annum and any allowance(s) attached to the post.
2. **Corporate Communication Officer (AUGD/AGS 5)**, salary range \$1,850,163 - \$2,199,263 per annum and any allowance(s) attached to the post.

1. Manager, Documentation and Information Management (AUGD/AGS 5)

Job Purpose

Under the general supervision of the Director Corporate Planning and Public Education, the incumbent will be responsible for maintaining and co-ordinating an effective Records Management System as well as ensuring proper recording, dissemination and retrieval of mails, documents and files.

Key Responsibilities

Management/Administration:

- Leads the development of the Unit and Individual Work Plans for staff in the Unit;
- Prepares and submits routine and special reports, as required;
- Develops Annual Budget for Unit;
- Prepares Annual Report for Unit.

Technical/Professional:

- Facilitates the development of Filing Systems, and maintaining these to meet administrative, legal and financial requirements;
- Devises and ensures the implementation of retention and disposal schedules;
- Oversees the management of electronic and/or paper-based information;
- Advises on and implementing new Records Management policies and classification systems;
- Provides a policy framework to guide staff in the management of their records and use of the Department's Records System;
- Manages the changeover from paper to electronic Records Management Systems;
- Preserves corporate memory and heritage;
- Enables appropriate access to information for both internal and external stakeholders;
- Advises staff in other Departments on the management of their records and information;
- Establishes procedures to ensure the identification, continuous procurement and maintenance of current and relevant reference and other materials;
- Reviews the updating of the AUGD's records with the ECM to ensure system integrity is maintained.

People Management:

- Provides leadership to staff through effective delegation, communication, coaching, performance management, training, assistance and support, as needed;
- Ensures that training and other needs of staff are adequately identified and submitted for the Unit.
- Ensures that staff is aware of and adheres to the policies, procedures and regulations of the Department;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Good written and oral communication skills
- Good interpersonal skills

- Good problem solving and decision-making skills
- Good analytical skills

Minimum Required Qualification and Experience

- First Degree in a related field;
- Certificate in Records Management or Diploma in Business Management;
- Three (3) years' experience in Records Management.

Special Conditions Associated with the Job

- May occasionally be exposed to adverse working conditions.

2. Corporate Communication Officer (AUGD/AGS 5)

Job Purpose

Under the general supervision of the Director Corporate Planning and Public Education, the incumbent has responsibility for the dissemination of the work of the Department to stakeholders and the public through Public Education and Public Relations Programmes.

Key Responsibilities

Management/Administration:

- Prepares and submits reports on activities as requested;
- Assists in the preparation of the Budget for the Unit;
- Attends meetings on behalf of the Unit, Division or Department as requested;
- Responsible for organizing special events.

Technical/Professional:

Public Education:

- Collaborates with other Divisions to develop and design informational material such as brochures, fliers and posters for dissemination of information to the public;
- Assists with the co-ordination of exhibitions and other functions;
- Co-ordinates the development of material for presentations, workshops and seminars;
- Assists with the development and production of resource materials for the Department.

Public Relations:

- Assists with the co-ordination of special calendar events hosted by the Department;
- Co-ordinates media activities and collaborates with the media for delivery of special programmes;
- Liaises with the media and maintains effective relationship;
- Assists with the production and circulation of the Departments internal magazine.

Social Media:

- Develops strategies to increase the fan base on sites such as Twitter, LinkedIn and YouTube;
- Outlines a campaign calendar conceptualizing tactics to increase audience participation;
- Writes content for social networks and copy for the Departments Website;
- Responds to comments, suggestions and queries by users.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

- Ability to build partnerships in achieving operational goals
- Excellent written, verbal and presentation skills
- Good judgment, decision making and problem-solving skills
- Good planning and co-ordinating skills
- Excellent knowledge and understanding of corporate functions and their potential strategic contribution
- Good knowledge of information technology and the scope it offers to supporting management and operational activities
- An ability to manage limited resources in order to achieve challenging output targets

Minimum Required Qualification and Experience

- Undergraduate Degree in Communications, Business Management or related field;
- Two (2) years working experience in communications and or experience in Project management

Special Conditions Associated with the Job

- May occasionally be exposed to adverse working conditions;
- Travelling required.

Applications accompanied by résumés should be submitted **no later than Tuesday, 2nd August, 2022 to:**

Senior Director, Human Resource and Administration (Acting)
Auditor General's Department
40 Knutsford Boulevard
Kingston 5

Email: personnel@auditorgeneral.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