



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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### **CIRCULAR No. 371**

**OSC Ref. C.4857<sup>17</sup>**

**1<sup>st</sup> September, 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 be assigned to the post of **Director, Documentation/Information and Access Services (GMG/SEG 3) for the period 7<sup>th</sup> November, 2022 to 9<sup>th</sup> December, 2022**, in the **Ministry of Transport and Mining**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.

### **Job Purpose**

The incumbent will be responsible for the overall administrative and professional functions of the Library, Documentation Services and Registries; as well as the management of the management of the manual and computerized filing and documentation services for use by all Divisions within the Ministry.

### **Key Responsibilities**

- Develops strategies for managing increasingly complex and often conflicting interests regarding a very wide variety of access to information requests;
- Acts as the key contact for strategic advice regarding compliance with the Archives, the retention, storage and destruction of records;
- Ensures appropriate response to requirements to disclose records as a result of litigations with specific reference to information management;
- Initiates reviews of the Ministry's relevant legislation, regulation, policies, procedures, programmes and information systems to ensure compliance with the Archives Act and International Standard (ISO);
- Develops long range forecasts for the Records and Information Management Programme within the Ministry;
- Plans, develops and establishes policies and procedures for operations essential to the effective delivery of information;
- 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;
- Develops, through networking, cross reference systems for non-exempt documents for facilitating the referral process under the Access to Information Act;
- Provides advisory and consultative services in the development and introduction of automated systems to determine and address records and information management needs of the Ministry;
- Maintains current knowledge of automated technologies;
- Establishes and maintains links with local and international networks in the fields of records and information management;
- Plans and designs an effective vital records protection and disaster recovery programme for the Ministry;
- Recommends and monitors the implementation of appropriate security and control systems and procedures to protect the Ministry's documentation resources from loss by theft and natural disasters;
- Develops and administers a centralized Corporate Records and Information Management Programme;
- Produces and submits reports on progress, challenges etc. and makes recommendations for improvements;
- Establishes a process for receiving, documenting, tracking investigating and taking action and all complaints concerning the Ministry's policies and procedures in relation to Access to Information;
- Facilitates the conduct of internal reviews of decisions made by the Records Committee, where an internal review is sought by an Access to Information (ATI) applicant;
- Documents all issues identified by the Records Committee for referral to the Attorney General/Access to Information Unit for advice;
- Provides policy advice on the ATI Act and other legislations arising from ATI Act issues;
- Prepares and presents Ministry's case to ATI Appeals Tribunal in matters before it involving appeals against the Ministry's decision for access;

- Ensures adherence to legal requirements which affect the information of the Organization;
- Represents the Ministry at relevant records management fora and conferences;
- Ensures the provision of a comprehensive reference service to support the Ministry's need for relevant, timely and accurate information;
- Analyzes and appraises the status of record keeping and documentation in the Ministry;
- Provides advice and training to the supervisors in the Documentation and Library Unit;
- Directs and monitors the implementation of appropriate systems and procedures to enhance the delivery of documented information within the Ministry;
- Ensures the development and publication of Non Exempt Documents in accordance with the Access to Information Act;
- Liaises with other Ministries and Agencies to determine documentation generated within their respective portfolio to facilitate the referral process under the ATI Act;
- Maintains systems in collaboration with other Units in order to facilitate the public in accessing non-exempt documents;
- Prepares and submits annual report for the Permanent Secretary;
- Exercises judgment in reviewing documents which may require partial deletion of sensitive information;
- Ensures that a disaster preparedness and recovery plan is developed and maintained;
- Advises on documents which should not be released because they fall into the exempt category;
- Keeps the public fully informed on the status of requests;
- Prepares and maintains a directory containing information about the types, forms and categories of information within the Ministry to be published in the Jamaica Gazette annually and makes this directory available for inspection and purchase by the public;
- Collaborates with the ICT Unit in providing the content for maintaining the Ministry's Web-site and cross reference data base for all other MDAs;
- Maintains documentation on all refereed requests and all requests satisfied or denied;
- Implements a process of receiving, documenting, tracking, investigating and taking action on complaints concerning the Ministry's policies and procedures in relation to access to information;
- Conducts HR functions as required.

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

#### **Core**

- Knowledge in computer information systems
- Knowledge of the operations of Government and Ministerial portfolio responsibility
- Exposure to records management in Government
- Knowledge in electronic records and record keeping systems
- Knowledge of Access to Information Legislation
- Excellent knowledge in the use of computer applications- Microsoft Word, Excel, PowerPoint, Publisher and Access

#### **Technical**

- Good leadership skills
- Excellent written and oral communication skills
- Effective planning and organizing skills
- Excellent interpersonal skills
- High level of integrity and confidentiality
- Effective teambuilding and co-operation skills
- Excellent negotiating and persuading skills

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

- First Degree in Library and Information Management Services or Archival Studies; and
- Certificate in Records Management; along with
- Seven (7) years' experience in a related field, three (3) of which should be in at supervisor level.

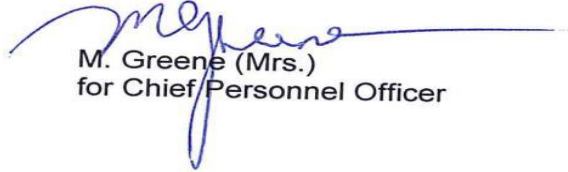
Applications accompanied by résumés should be submitted **no later than Wednesday, 14<sup>th</sup> September, 2022 to:**

**Director, Corporate Services  
Ministry of Transport and Mining  
138h Maxfield Avenue  
Kingston 10**

Email: [hr@mtw.gov.jm](mailto:hr@mtw.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.**



M. Greene (Mrs.)  
for Chief Personnel Officer