



## Office of the Services Commissions

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### **CIRCULAR No. 383** **OSC Ref. C. 6123<sup>4</sup>**

**8<sup>th</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 fill the **vacant** post of **Manager, Records and Documentation (Grade 5)** in the **Administrator-General's Department**, salary range \$1,268,030 - \$2,488,114 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

The incumbent is responsible for maintaining an effective physical and electronic Records Management and Documentation System by ensuring proper recording and distribution of all Department's mail and facilitating timely dissemination and retrieval of information, documents and files.

#### **Key Responsibilities**

- Ensures that all estate related documents are scanned and uploaded into TEMS;
- Manages the data entry process on TEMS for all documents;
- Manages the TEMS verification process of data captured in the Registry for all Estate related matters;
- Implements and update policy, procedures and guidelines to ensure effective Records Management and the timely record and dispatch of mail;
- Maintains Deposit Account Balance and ensure timely replenishment of Account;
- Manages E-land Title search process, maintain approved balance on the account and distribute results as requested;
- Maintains proper storage and retrieval of information and documents/files;
- Develops and maintain Filing Systems to facilitate easy access by staff;
- Ensures security of documents in all Filing Rooms and the Inner Vault;
- Maintains TEMS and physical files;
- Maintains file movement on TEMS;
- Receives incoming mail and distribute same on TEMS in accordance with agreed schedules;
- Dispatches correspondence and maintain records of same on TEMS;
- Maintains the Library in an organized manner;
- Maintains catalogue of all books in the Library;
- Monitors the movement in and out of all books in the Library;
- Effects Disaster Preparedness Measures to safeguard Estate records and documents;
- Manages the records retention and disposition process for all documents within the Department;
- Ensures the Registry complies with established safety, security and confidential standards for the management of files, records and mails;
- Oversees the archiving of files, ensuring compliance with Records Management standards and protocol;
- Reviews data for deficiencies or errors, correct any incompatibilities if possible and check output (Records Management Co-ordinator);
- Directs and supervises work of Section staff to ensure performance targets and standards are met and the Department's policies and procedures are adhered to;
- Responds to Access to Information queries;
- Submits Quarterly Reports to Access to Information Unit;
- Undertakes administrative duties including the conduct of Staff Appraisal, discipline and recommendation of staff leave in respect of staff supervised in accordance with the Department's HR Policies and procedures;
- Performs any other related duties assigned from time to time by the Information Systems Executive.

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

- Good knowledge of Records Management policies, procedures and systems
- Working knowledge of relevant computer applications

- Details conscious
- Good oral and written communication skills
- Good interpersonal skills
- Good planning and organizing skills
- Supervisory skills

**Minimum Required Qualification and Experience**

- At least a First Degree in Library Studies or equivalent qualification/training;
- Formal training in Records Management;
- Three (3) years supervisory experience;
- Five (5) years' related work experience.

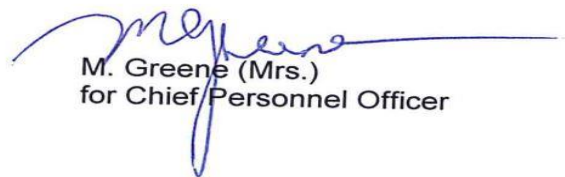
Applications accompanied by résumés should be submitted **no later than Wednesday, 21<sup>st</sup> September 2022 to:**

**Human Resource and Administration Executive  
Administrator-General's Department  
12 Ocean Boulevard  
Kingston**

**Email: hradmin@agd.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