



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
30 NATIONAL HEROES CIRCLE, KINGSTON 4  
JAMAICA, WEST INDIES  
TEL: 876-922-8600  
FAX: 876-924-9764  
EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)  
WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 108**  
**OSC Ref. 6272<sup>17</sup>**

**7<sup>th</sup> March, 2023**

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/fill the following posts in the **Office of the Prime Minister**:

1. **Senior Archivist (PIDG/AR 6) (Not Vacant) – Jamaica Archives and Records Department, Information Division**, salary range \$4,947,565 - \$6,653,925 per annum.
2. **Senior Archivist (PIDG/AR 6) (Vacant) – Audio-Visual Unit, Jamaica Archives and Records Department, Information Division**, salary range \$4,947,565 - \$6,653,925 per annum.
3. **Manager, Information Systems (MIS/IT 4) (Vacant) – Jamaica Archives and Records Department, Information Division**, salary range \$2,735,387 - \$3,678,791 per annum.

**1. Senior Archivist (PIDG/AR 6)**

**Job Purpose**

Reporting to the Government Archivist, the Senior Archivist is responsible for managing the operations of the Government Records Centre and Services ensuring its effective operation within the Archives Act and Regulations and other relevant legislation, and within international archival standards.

**Key Responsibilities**

- Assists in the development and monitoring the implementation of the Corporate and Operational Plans, Budget and Cash Flows for the Government Records Centre;
- Establishes and ensures the implementation and adherence of systems for the preservation, documentation, storage and speedy retrieval of archival records;
- Develops/reviews and implements operational systems and procedures to guide the operations of the Government Records Centre ensuring the enforcement of the Archives Act, its Regulations and other relevant regulations;
- Develops/reviews pricing structure for services provided by the Government Records Centre;
- Ensures that optimum environmental conditions for the housing and use of archival records are maintained;
- Assists with the identification of revenue generating opportunities from services provided by the Department. Ensuring an effective pricing mechanism for services/products;
- Prepares in conjunction with the Attorney General's Department and Archives Advisory Committee, appropriate forms for the deposit of private records and other related functions;
- Implements and ensures the maintenance of safety and security procedures for the protection of official records for temporary storage as in the custody of the Government Records Centre;
- Represents the Ministry/Department at meetings, conferences and other functions as directed;
- Provides technical advice to the Government Archivist, and other persons on matters relating to the management of records and information and also protection of those records;
- Sensitize staff to the policies of the Ministry and Department and ensures adherence.
- Develops and monitors plans to enable the Records Centre to provide suitable storage for records in various formats transferred by MDAs for short term as well as medium term interim storage;
- Leads and supervises the operations of the Records Centre including the acquisition, accessioning, storage and maintenance of both paper, digital and audio visual records;
- Oversees the shelving and storage of records deposited and establishes systems to ensure the safety and security of records held in the Records Centre;

- Supervises maintenance of the environmental conditions of the repositories so that they are regulated as per the set requirements;
- Establishes internal controls to facilitate the identification and segregation of records prior to their disposition by disposal or transfer to the Archives Section for permanent preservation;
- Coordinates with the Manager Records Management Services and arranges for visits of Records Officers to MDAs preparing to transfer of official records to the Records Centre, including digital and audio visual records;
- Monitors execution of depositor requests for records so that they are promptly and efficiently actioned;
- Supervises the location and disposal of ephemeral records on receipt of directives from relevant authorities and/or in accordance with the approved retention schedules;
- Monitors disposal operations to ensure legal and security requirements are adhered to;
- Establishes and supervises the maintenance of a database of current MDA disposition schedules, lists or notices;
- Periodically commissions stock audits to ensure all deposited records can be accounted for;
- Establishes customer centric systems and monitors levels of customer care given by staff to MDAs;
- Develops and implements programmes/activities to bring the work of the Government Records Centre to the attention of the public in keeping with the Department's overall Public Education Programme;
- Establishes and maintains a network of Archivists and Archival Institutions regionally and internationally.

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

- Integrity and confidentiality
- Excellent oral and written communication skills
- Excellent planning and organizing skill
- Excellent judgement, decision-making and problem-solving skills
- Excellent interpersonal and customer service skills
- Excellent research and analytical skills
- Excellent leadership and time management skills
- Excellent networking and relationship-building skills, ability to function as a team player
- Displays emotional resilience and the ability to withstand work pressure on an on-going basis
- Highly developed ICT skills; Proficient in relevant computer applications and systems including Microsoft Office Suite (Word, Excel, PowerPoint)
- Knowledge of Archives Act and Regulations, the Access to Information Act, Financial Administration and Audit Act and the new GoJ Records and Information Management (RIM) Policy and Programme
- Knowledge of records and information management; its principles, concepts and developing trends
- Knowledge of Government operations, policies and procedures
- Knowledge of records and information standards, particularly ISO 15489 and the generally accepted recordkeeping principles
- Knowledge of Jamaica's history and cultural development
- Sound knowledge of records and information management including the management of digital records

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

- Postgraduate Degree in Records and Information Management or related discipline from a recognized institution;
- Training in Archives Administration/Records Management;
- Five (5) years' experience in records and information management or archival work preferable in an archival organization.

### **Special Condition Associated with the Job**

- Required to work beyond normal work hours and on weekends as the need arises;
- Required to provide guidance in the transportation of records for storage;
- Exposure to dusty conditions.

## **2. Senior Archivist (PIDG/AR 6)**

### **Job Purpose**

Reporting to the Government Archivist, the Senior Archivist is responsible for managing the staff and operations of the Audiovisual Unit which comprises the extensive Audio Library and video archives of the former Jamaica Broadcasting Corporation (JBC), the Air Jamaica collections and any other audiovisual collections deposited to the Archives by the Government of Jamaica. The task involves management and preservation of the collections, assisting in recruitment and supervision of professional, technical and support staff and providing efficient service to researchers both locally and internationally.

### **Key Responsibilities**

- Develops the Unit's Archival Philosophy and Vision consistent with the Jamaica Archives and Records Department;
- Develops and monitors the implementation of the Strategic and Operational Plans, Budget and Cash Flow for the Unit;
- Formulate long and short-range goals and action plans and proposes implementation and evaluation to achieve them;
- Develops, implements and reviews operational systems and procedures to guide the operations of the Unit ensuring the provision of quality customer service and the enforcement of the Archives Act, its Regulations and other relevant regulations and Intellectual Property Rights;
- Develops/reviews pricing structure for services provided by the Unit;
- Determine formats, approaches, content, levels and media necessary to meet the Unit's objectives effectively and within budgetary constraints;
- Ensures the enforcement of the access regulations for all categories of records;
- Ensures the timely implementation of policy decisions and the achievement of stated objectives;
- Ensures that optimum environmental condition for the preservation, use and access of materials in the Audiovisual Archive is created and maintained;
- Develops procedures for the identification and preservation of audiovisual materials according to intellectual standards;
- Identifies opportunities for special projects to facilitate the continued development of the Archives and develops proposal for and solicit funding from relevant local and international funding Agencies;
- Develops in conjunction with relevant stakeholders marketing/promotional programmes for the collections to be used as a catalyst for the development of National Identity and to develop the Unit's income generating capacity;
- Assists in the procurement of audiovisual equipment and other supplies for the Unit and ensures that effective Inventory and Monitoring Systems are in place;
- Prepares and submits Statistical, Financial, Inventory, Activity and other reports as requested;
- Provides technical advice to the Government Archivist, and other persons on matters relating to preservation/conservation and protection of audiovisual materials;
- Keeps abreast of trends and changes in archival techniques and audiovisual records management and recommends/implements their use where necessary to enhance the productivity of the Department;
- Sensitize staff to the policies of the Ministry and Department and ensures adherence.
- Plans, develops and administers the total programme for the production of audiovisual copies and reformatting of audiovisual material;
- Directs the programme for the integration of film audio and video facilities for the transfer and copying to and from a variety of media formats.
- Develops, establishes and maintains electronic database management systems for audiovisual records;
- Establishes and ensures the implementation and adherence of systems for the preservation, documentation, storage and speedy retrieval of audiovisual materials;
- Oversees and ensures the co-ordination and timely preparation of the Unit's Disaster Preparedness Plan;
- Designs and implements Maintenance Schedule in accordance with established environmental standards and undertakes routine inspection to ensure the safety of human and material resources;
- Develops an Automation Policy for the audiovisual collection (in collaboration with the Systems Administrator), to enhance service delivery and preservation of the materials;
- Identifies, investigates and evaluates audiovisual products, services and equipment available for purchase, lease or rental;

- Develops and advises on the criteria and procedures for identifying culturally or historically important materials for deposit and preservation in the Archives and for the documentation and transfer of such materials to the Audiovisual Unit;
- Designs and delivers training programmes for technical and professional staff to enhance the skills levels in the Unit;
- Leads in the development of national standards and guidelines to ensure consistency in application in Public/Private Sector Organizations producing audiovisual materials;
- Performs any other related duties that may be assigned from time to time.

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

- Integrity and Confidentiality
- Excellent oral and written communication skills
- Excellent planning and organizing skills
- Excellent judgement, decision-making and problem-solving skills
- Excellent interpersonal and customer relations skills
- Excellent research and analytical skills
- Excellent leadership and time management skills
- Excellent networking and relationship-building skills, ability to function as a team player
- Proficient in relevant computer applications and systems including Microsoft Office Suite (Word, Excel, PowerPoint)
- Knowledge of Archives Act and Regulations, the Access to Information Act
- Knowledge of management principles involved in strategic planning, resource allocation, human resources, leadership techniques, production methods and co-ordination of people and resources
- Knowledge of audio-visual management and principles of preservation and conservation
- Knowledge of Government operations, policies and procedures
- Knowledge of Jamaica's history and cultural development

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

- Postgraduate Degree in Library and Information Studies, Audiovisual/Archives Management or related discipline from an accredited tertiary institution;
- Training in Audiovisual Management;
- Five (5) years' experience in an information management facility preferably in a library, archival or media environment, three (3) of which should be at a senior administrative level.

### **Special Conditions Associated with Job**

- Required to work beyond normal working, whenever the need arises;
- Required to provide guidance in the transportation of records for storage;
- Occasionally exposed to dusty conditions.

## **3. Manager Information Systems (MIS/IT 4)**

### **Job Purpose**

Reporting to the Government Archivist, the incumbent is responsible for the design, implementations, and maintenance of Information Technology systems in the three specialized and physically separated Units of the Department and ensures that services common to all Units, e.g. the web site is maintained.

### **Key Responsibilities**

- Provides guidance/advice to the Government Archivist on Information Technology (IT) issues and ensures that the Department's IT's Policy and Procedures are in keeping with those of the Office of the Prime Minister and the Public Sector;
- Keeps abreast of trends and developments in Information Technology and recommends to the Government Archivist their adoption/application where appropriate to increase the effectiveness and productivity of the Archives, Audio Visual and Records Centre Units of the Department;
- Schedule and prioritize visits to Units to meet IT needs and liaises with Unit Heads on their individual and specialized requirements;
- Establishes standards for general operations, systems and data security, backup and recovery;
- Represents the Department at meetings, conferences and other functions as directed;

- Participates in the development and implementation of a Disaster Recovery Plan for the physical and electronic security of the Department's equipment software and data;
- Ensures the Department is fully compliant with copyright requirements for all software;
- Assists with the selection of service providers and the procurement of equipment/supplies;
- Produces user-friendly Operational Manuals and Access Guides for systems and programmes;
- Implements mechanisms to ensure systems security, access control, protecting vital equipment against power fluctuations, viruses etc.;
- Installs database applications on workstations relative to accessing data stored in respective databases;
- Trains end-user in the use of database applications and other general application software;
- Plans hardware and software upgrades to improve system performance;
- Develops Document Database Systems and produces user-friendly end-user Manuals and Access Guides;
- Co-ordinates data recovery, backups and the assignment of user privileges for system access;
- Designs, develops and maintains the website and e-mail service and other communications on-line tools, e.g., discussion forum, on-line request features etc.;
- Designs and defines database structure and systems, thoroughly test and debug them to ensure that expectations and requirements are met;
- Conducts needs analysis at all levels of the user-base in order to assess and determine appropriated database structure;
- Maintains database systems and applications that have been developed and implemented;
- Monitors each Unit's internet's connection and maintains contact with ISP to ensure optimum service;
- Designs, implements and maintains Local Area Networks (LAN) for the Units of the Department;
- Design, implement and maintain a Wide Area Network (WAN) (Virtual Private Network (VPN) and other protocols);
- Assesses the physical layout of the Organization to determine the individual needs of Units and appropriate physical network structure and topology.
- Creates User Accounts and assigns access rights to appropriate network resources;
- Configures, implements and maintains several network servers which may also include a Web Server for each Unit's intranet;
- Keeps abreast of systems requirements so that systems may be configured to deliver optimum performance;
- Provides leadership to staff through effective objective setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Resolves issues/problems that may arise; responds to complaints;
- Performs any other related duties that may be assigned from time to time.

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

- Integrity and confidentiality
- Excellent oral and written communication skill
- Excellent time management, planning and organizing skill
- Excellent legal research and analytical skills
- Excellent interpersonal and customer relations skill (ability to communicate and manage relationship at all levels)
- Excellent leadership, networking and relationship-building skill (ability to function as a team player, and work harmoniously with a diverse group of people at various levels externally and internally (international government officials))
- Excellent judgement, decision-making and problem-solving skills
- Ability to effectively carry out multiple systems and database development life cycle
- Working knowledge of DOS, Novell Netware, Windows Office Suite, C++, COBOL FoxPro, Dbase Pascal Programming, Assembly Language and Internet Browser Applications
- Sound Knowledge of Networking Technology
- Advanced Information Technology skills relation to Microsoft Office Suite (Word, PowerPoint, Excel and MS Project) or other project tools
- Working knowledge of website development and maintenance
- Experience in data recovery and back up

**Minimum Required Qualification and Experience**

- Undergraduate Degree in Computer Science from an accredited tertiary institution;
- Two (2) years' experience in Managing a Network/Database.

**Special Conditions Associated with Job**

- May be required to travel both locally and overseas in the execution of official duties;
- Required to work beyond normal work hours as the need arises.

Applications accompanied by résumés should be submitted **no later than Monday, 20<sup>th</sup> March, 2023 to:**

Senior Director  
Human Resource Development and Management Division  
Office of the Prime Minister  
1 Devon Road  
Kingston 10

E-mail: [jobs@opm.gov.jm](mailto:jobs@opm.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