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(CENTRAL GOVERNMENT)
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CIRCULAR No. 287
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4th July, 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 fill the **vacant** post of **Registrar (PIDG/RIM 3)** in the **Ministry of Tourism** salary range \$1,984,305 – \$2,668,670 per annum.

Job Purpose

Under the supervision of the Director, Documentation, Information, and Access Services, the Registrar is responsible for managing all records in the General Registry and the processing of local and registered mail on behalf of the Ministry and has responsibility for the overall supervision of Registry Officers.

Key Responsibilities

Records and Information Management

- Provides support to internal clients in requesting information by suggesting possible sources;
- Responds to all requests for files and/or documents, whether made in persons, over the telephone or in writing;
- Conducts research into files to provide requested information;
- Maintains an accurate charge-out system for record on loan;
- Ensures that files that are loaned for longer than the predetermined loan period are returned for updating or for use by other officers;
- Maintains an accurate tracking and BU System to ensure that requested files are delivered on the day requested and officers are kept up to date on the status of their requests;
- Maintains a hospitable environment in the Registry;
- Maintains the physical organization and structure of the filing system in the Registry;
- Manages the Ministry's Functional Classification Scheme via creating functional areas, files series, and scope notes;
- Recommends the maintenance and development of the Ministry's Records Management policy, standards, and procedures;
- Conducts the Records inventory Exercise;
- Creates, updates, and maintains records housed in the Registry;
- Assists in the development of the Ministry's Records Procedures Manual;
- Assists in the Ministry's Records Reclassification exercise;
- Identifies and organizes (thoroughly) all incoming documents according to the Ministry's Functional Classificational Scheme, Policy, and Manual:
 - Refers all incoming "official" mail for action as necessary.
 - Classifies all incoming documents according to the established classification scheme by analyzing the content of documents
 - Determines appropriate cross-references for all incoming documents
 - Assigns document reference codes to all documents to facilitate placement of documents on the appropriate file
 - Reviews and implements, as appropriate, requests for the creation of new files and amendments to the Classification Scheme.
 - Maintains security of records and files
 - Sorts, arranges, and dispatches internal and external mail daily
 - Maintains the logbooks
 - Processes local and Registered Mails.
- Reviews and prepares files for transfer to a secondary storage facility;
- Assists with the development and implementation of records retention and disposition authorities;
- Assists in the disposition of the Ministry's records;
- Participates in the inventory of Ministry's records and stationery items for the Unit;
- Documents and maintain record/ receipt of all ATI requests;
- Conducts research for information requested by applicants;
- Assists with general administration of ATI.

Financial

- Maintains Stamp Imprest for the Registry by checking Stamp Imprest to ensure that it coincides with the balance in Stamp Register.

Supervisory Management

- Manages the Registry planning the work schedules and supervising the clerical aspects of the job;
- Assigns tasks to Registry Officers;
- Provides information for the compilation of the Unit's Operational Plan, Budget, and status reports, as required;
- Participates in orientation, training, and cross-training of new employees and customers;
- Ensures that staff are aware of and adhere to the policies, procedures, and regulations of the Documentation, Information, and Access Services (DIAS) Branch;
- Trains, orients, and monitors the performance of Registry Officers.

Other

- Provides relieving duties as Receptionist/Telephone Operator (if necessary);
- Prepares Minutes for the Records and Information Management Committee Meeting;
- Executes any other duties that may be assigned from time to time by the Director, Documentation, Information, and Access Services.

Required Knowledge, Skills, and Competencies

- Sound knowledge of the GoJ Records and Information Management (RIM) Implementation programme.
- Good oral communication skills, inclusive of face-to-face telephone usage.
- Good time management, planning and organizational skills.
- Sound knowledge in the design and implementation of records management procedures.
- Excellent customer service and human relations skills.
- Proficiency in Microsoft Office
- Highly confidential, professional, mature, and capable of relating appropriately to individuals of various social backgrounds.
- Proficiency in records and information management terminologies and best practices
- Ability to work on own initiative.
- Excellent supervisory and critical thinking skills.
- Keen eyes for details/Detail orientated.

Minimum Required Qualification and Experience

- Associate Degree in Business/Administrative/ Public Sector Management or Public Administration.
 - A minimum of Two (2) years' experience in Records Management,
- OR**
- Diploma/Certificate in Business/Administrative/ Public Sector Management or Public Administration.
 - A minimum of Three (3) years' experience in Records Management,

Special conditions Associated with the Job

- From time to time, the incumbent will probably be required to work late and or on weekends to meet emergency deadlines for the completion of assignments.
- Utilization of limited resources for the achievement of maximum output
- Job may entail standing on a ladder/stool to retrieve files.

Applications accompanied by résumés should be submitted **no later than Monday, 17th July, 2023 to:**

Director
Human Resource Management & Development
Ministry of Tourism
64 Knutsford Boulevard
Kingston 5

Email: hrm@mot.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