



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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24th November, 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 the post of **Government Archivist (PIDG/AR 7) – (Not Vacant)** in the **Jamaica Archives and Records Department, Office of the Prime Minister (OPM)**, salary range \$8,309,840 - \$11,175,811 per annum.

Job Purpose

The Government Archivist has statutory responsibility under the Archives Act (1982) and Archives Regulations (1988) for preserving the official documentary heritage of the country in all media for reference and research purposes, as well as ensuring the effective management of official records in the Public Sector to improve the efficiency of, and transparency in, government operations. The Government Archivist also supervises the work of the Archives and Records Department which consists of three (3) physically separated units (Government Records Centre, Jamaica Archives and Records Department and Audio Visual Units).

Key Responsibilities

Technical/Professional:

- Ensures that the nation's archives are adequately housed and preserved, that materials in fragile and brittle condition are restored and repaired or the information transferred to new mediums e.g. microforms, digital images;
- Ensures that the archival collections are available and accessible in accordance with accepted archival standards and practices relevant to their particular medium;
- Oversees the preparation of guidelines relating to Records Management practices and ensures that these are circulated to all Public Sector entities;
- Co-ordinates visits to Government entities to examine records, to provide advice on record keeping practices, particularly those in the electronic environment, and to make presentations to Senior Management in Departments and Agencies on issues relating to Records Management;
- Monitors the implementation of the Records and Information Management policy in the Public Service;
- Fosters, maintains and chairs a network of records and information managers in the Public Sector to promote Records and Information Management;
- Develops in consultation with Unit Heads, training manuals, handbooks and guidelines for Records Management;
- Facilitates appraisal of non-current records in Government institutions and selects those of archival value for permanent preservation;
- Monitors the reference/research service in reading/viewing rooms of members of the public to ensure receipt of the information they require;
- Directs the preservation and conservation programme to ensure materials in deteriorating condition are adequately preserved;
- Represents the interests of the Department on Boards or Committees relating to information management activities, e.g. UNESCO Advisory Committee on Information for All (IAP) Programme; Memory of the World of Documentary Heritage Local Committee; Caribbean Regional Branch of the International Council on Archives (CARBICA); Library and Information Association of Jamaica (LIAJA); Jamaica Library and Information Network (JAMLIN).

Management/Administrative:

- Develops and monitors the implementation of the Strategic and Operational Plans, Budget and Cash Flows for the Department;
- Directs the administrative work of the Department by ensuring that systems and procedures are carried out in accordance with government regulations;
- Ensures that members of staff are aware of and adhere to the policies, procedures and regulations of the Department and the Ministry;

- Co-ordinates the activities of the three (3) physically separated units of the Department, ensuring that operations are carried out as efficiently as possible and cost recovery measures are pursued where possible;
- Prepares and submits reports as requested;
- Represents the Department at meetings, conferences and other functions;
- Promotes the importance of archival materials through the implementation of a Public Education and Public Relations Programme for the Department;
- Serves as Secretary of the Archives Advisory Committee in keeping with the provisions of the Archives Act;
- Collaborates with related Government entities such as the eGov Jamaica Limited and the Public Sector Modernisation Division, to promote efficiencies in record and information management throughout the Public Sector with emphasis on the use of appropriate technology.
- Co-ordinates the development of risk profile for the Department and monitors to ensure mitigation strategies are effected.

Supervisory:

- Manages the welfare and development of staff through the development of Work Plans, preparation of Performance Appraisals and recommendations for Learning and Development Programmes;
- Provides leadership to staff by setting realistic objectives, delegating responsibilities, evaluating performances, rewarding/recognizing good performance/conduct, and taking corrective action when necessary;
- Ensures that training and development needs of employees are adequately identified and addressed;
- Provides guidance to supervisees in the Department through coaching, mentoring and training as needed;
- Manages Sick, Departmental and Vacation Leave for staff in the Unit in keeping with established human resource policies;
- Facilitates the administration of grievance and disciplinary proceedings consistent with the Human Resources policies and procedures;
- Sensitizes staff to the policies of the Ministry and Department and ensures adherence.

Other:

- Promotes the value of records nationally by providing general advice to persons and institutions on the preservation of records;
- Develops and implements strategies to create a national awareness and appreciation of records keeping and preservation;
- Keeps abreast with new developments in the field, especially in the area of information technology for the benefit of the Department and the Government Record Keeping systems;
- Assists with the design and delivery of training programmes in archives administration and records management;
- Assume leading roles in the activities of the regional and international associations of archivists and Records Managers;
- Participates in regional and international seminars and workshops by presenting papers and other presentations;
- Assists with the development and implementation of programme/s to foster the values and attitude initiative within the Division and Ministry;
- Produce scholarly works over time as a means of disseminating information from the collection;
- Facilitates the delivery of customer service excellence across the Department;
- Performs any other duties that may from time to time be assigned, such as serving on Boards or Committees of relevant institutions.

Required Knowledge, Skills and Competencies

- Demonstrates high levels of confidentiality, professionalism and integrity, reflecting high ethical and moral values;
- Strategic, Operational, and Budget Planning skills with the ability to prioritize and display initiative;
- Excellent presentation oral and written communication skills;
- Excellent time management, planning and organizing skills;
- Excellent judgment, decision-making and problem-solving skills;
- Excellent research and analytical skills;
- Excellent interpersonal, customer relations, networking and general relationship-building skill (ability to communicate and manage relationships at all levels);

- Excellent leadership, people management (ability to function as a team player and works harmoniously with a diverse group of people at various levels externally and internally (international stakeholders);
- Superior consultation and issues management skills, with demonstrated experience in managing complex contentious issues and stakeholder/client relations;
- Tact and diplomacy to manage issues with key stakeholders including the public.
- Displays emotional resilience and the ability to withstand work pressure on an on-going basis;
- Ability to manage/coordinate multiple assignments/projects;
- Ability to monitor and report on programme/project budgets;
- 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 Archival management and principles of conservation;
- Knowledge of Government operations, policies and procedures;
- Knowledge of Jamaica's history and cultural development;
- Knowledge of Database management systems.

Minimum Required Qualification and Experience

- Master's Degree in Archives and Records Management or Heritage Studies or any related discipline from a recognized institution;
- Six (6) years' experience in a Senior Management position in a Records and Information Management or archival field, preferably in an archival organization.

Special Conditions Associated with the Job

- Required to work beyond normal working hours, whenever the need arises;
- Required to travel locally, regionally and internationally to represent the Government/Ministry at meetings, seminars and other related events.

Applications accompanied by résumés should be submitted **no later than Thursday, 7th December, 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

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.



**Desreen Smith (Mrs.)
for Chief Personnel Officer**