



## Office of the Services Commissions

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### **CIRCULAR No. 532** **OSC Ref. C. 6272<sup>17</sup>**

**22<sup>nd</sup> December, 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/be assigned to the following, posts in the **Jamaica Archives and Records Department, Office of the Prime Minister:**

1. **Senior Records Management Analyst (PIDG/AR 5) (Not Vacant)** salary range \$3,770,761 - \$5,071,254 per annum.
2. **Assistant Archivist 2 (PIDG/AR 4) (Vacant)**, salary range \$3,094,839 - \$4,162,214 per annum.

#### **1. Senior Records Management Analyst (PIDG/AR 5)**

##### **Job Purpose**

Under the general direction of the Senior Archivist, the incumbent is responsible for overseeing Records Management Analysts, to include planning, organizing, directing, and supervising their work to ensure effective/efficient task completion. In addition, this position also guides records management policies and procedures in government organizations.

##### **Key Responsibilities**

###### ***Management/Administrative***

- Prepares and monitors the implementation of work schedules for staff in the Government Records Centre;
- Assists with the preparation of the Strategic and Operational Plans and budget for the Government Records Centre;
- Ensures the implementation of operational systems, procedures and policy decisions in the enforcement of the Archives Act, its Regulations and other relevant Government guidelines;
- Prepares and submits activity and other reports as requested;
- Represents the Ministry/Department at Government Records and Information Management meetings and other functions as directed;
- Assists government organizations in administering the Access to Information Legislation;
- Superintends the preparation of disposal schedules for submission to the Senior Archivist for approval by the Government archivist and the Archives Advisory Committee.

###### ***Technical/Professional:***

- Visits Information Service Centres (Registries) in various government organizations to inspect, appraise, evaluate and report on the effectiveness of the retention and disposal programme;
- Participates in the development and preparation of handbooks, manuals and guidelines relating to records scheduling and filing operations;
- Provides advice/support in the area of Records and Information Management to all levels of records management staff in various government institutions;
- Provides technical guidance and assistance to government organizations in effecting the systematic transfer of their records to the Government Records Centre;
- Conducts needs assessment and assists with the design, implementation and delivery of training programmes in areas relating to Records and Information Management for various government organizations;
- Keeps abreast of trends and changes in Records Management and recommends/implements their use where necessary to enhance the productivity of the Department;
- Assists in appraising records of various government organizations according to their values;

- Assesses and determines incoming and existing records in the custody of the Government Records Centre and recommends appropriate method(s) of retention and disposition;
- Responds to enquiries directed to the Government Records Centre.

### ***Supervisory***

- Manages the welfare and development of the Records Management Analysts through the development of work plans, preparation of performance appraisals and recommendations for learning and development programmes;
- Develops and reviews responsibilities and specifications for Records Management Analysts;
- Provides guidance and support to the Records Management Analysts through coaching, mentoring and training, as needed;
- Provides guidance on the methods and techniques relevant to duties and responsibilities of staff;
- Recommends sick and departmental leave for staff in keeping with established human resource policies;
- Sensitize staff to the policies of the Ministry and Department and ensures adherence.

### ***Other***

- Designs and delivers technical training to staff and other personnel as required;
- Provides technical assistance to other government departments/agencies in the preservation of their records and the recovery and restoration of paper records after a disaster;
- Assists in organizing workshops/public education and outreach programmes to promote the awareness of Records Information Management;
- Performs other related duties that may from time to time be assigned.

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

- Integrity/Confidentiality;
- Excellent time management skills;
- Good oral and written communication skills;
- Excellent interpersonal and customer service skills;
- Excellent research and analytical skills;
- Good judgement, decision making and problem-solving skills;
- Displays emotional resilience and the ability to withstand work pressure on an on-going basis;
- Proficient in use of computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint).
- Knowledge of Government operations, policies and procedures;
- Knowledge of Records Management practices, developing trends and procedures systems;
- Knowledge of the GoJ Records and Information Management Policy and Programme;
- Knowledge of records classification and retention schedule and disposition;
- Understanding of the Archives Act, ATI Act, ISO 15489 and generally accepted records management standards.

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

- Bachelor's Degree in Records/Information Management, Social Sciences or related discipline from an accredited tertiary institution;
- A minimum of three (3) years' experience in a Records/Archives Management environment;
- Training in Records Management/Archive Administration;
- Training in Supervisory Management.

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

- Required to work beyond normal work hours, whenever the need arises;
- On occasions may be required to work in storage area(s) with dusty files/boxes.

## **2. Assistant Archivist 2 (PIDG/AR 4)**

### **Job Purpose**

Under the general direction of the Senior Archivist, the Assistant Archivist 2 is responsible for coordinating the research and customer service activities of the Unit and monitoring the use of the Reading Room to ensure quality service to its customers. The Assistant Archivist 2 also assists with the public education and outreach programmes of the Unit.

### **Key Responsibilities**

#### ***Technical / Professional***

##### ***Research/Customer Service***

- Provides technical assistance to researchers in identifying and locating relevant records/information;
- Conducts research in response to external requests and prepares information for approval by Senior Archivist;
- Responds to enquires directed to the Unit.

##### ***Public Education and Outreach***

- Participates in public education and outreach activities by arranging displays and mounting exhibitions, co-ordinating tours and any other related activities.

##### ***Supervisory***

- Manages the welfare and development of staff in the Reading Room through the preparation of performance appraisals and work plans and recommendation of required learning and development programmes;
- Provides leadership to direct reports through example, delegation, communication and sharing knowledge/skill;
- Provides guidance to direct reports through coaching, mentoring, training and any other support as needed;
- Recommends leave for direct reports in keeping with human resource policies and procedures;
- Performs other related duties that may from time to time be assigned.

##### ***Administrative/Management:***

- Prepares and monitors the implementation of work schedules for the Reading Room, ensuring effective utilization of staff and proper application of research procedures;
- Assists with the preparation of strategic and operational plans and budget for the Unit;
- Monitors the use of records by customers ensuring the rules and regulations governing the use of official records are adhered to;
- Prepares and submits activity and other reports as requested;
- Monitors the use of the Repositories ensuring that records are properly filed and that no unauthorized person enters or uses the facility;
- Approves reprographic orders/requests, collects fees and ensures that reproduced documents are of good quality and conform to copyright and other regulations;
- Ensures that the records are kept in good condition;
- Edits archival descriptions databases;
- Ensures the Reading Room is kept in good condition and is customer friendly.

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

- Integrity/Confidentiality;
- Excellent time management skills;
- Good oral and written communication skills;
- Excellent interpersonal and customer service skills;
- Excellent research and analytical skills;
- Good judgement, decision making and problem-solving skills;
- Proficient in use of computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint).
- Knowledge of archives management policies, procedures and guidelines;
- Knowledge of Archival Management principles;
- Knowledge of West Indian History.

**Minimum Required Qualification and Experience**

- Undergraduate Degree in History or the Humanities or a related area from an accredited tertiary institution
- At least 2 years' experience in an archival organization or research library
- Training in Archives Administration/Records Management.

**Special Conditions Associated with Job**

- Required to work beyond normal work hours and on weekends, whenever the need arises.
- Required to handle rare and fragile paper records.

Applications accompanied by résumés should be submitted **no later than Tuesday, 9<sup>th</sup> January, 2024 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.**



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