



Office of the Services Commissions

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CIRCULAR No. 532 **OSC Ref. C. 6272¹⁷**

8th January, 2024

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 \$2,478,125- \$3,332,803 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.

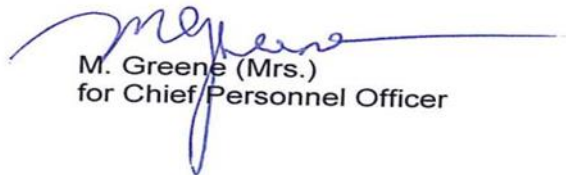
Applications accompanied by résumés should be submitted **no later than Friday, 19th January, 2024 to:**

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

E-mail: jobs@opm.gov.jm

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