



## Office of the Services Commissions

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### **CIRCULAR No. 240** **OSC Ref. C. 6272<sup>17</sup>**

**10<sup>th</sup> June, 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 **Office of the Prime Minister**:

1. **Government Archivist (PIDG/AR 7) (not-vacant), Information Division**, salary range \$9,401,821 - \$12,644,404 per annum.
2. **Enterprise Risk Management Analyst (GMG/SEG 3) (vacant), Planning and Development Division** salary range \$5,198,035 - \$6,990,779 per annum.
3. **Executive Assistant (GMG/SEG 1) (vacant), Information and Communications Technology Division** salary range \$3,501,526 - \$4,709,163 per annum.

#### **1. Government Archivist (PIDG/AR 7)**

##### **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 and Audio-Visual Unit).

##### **Key Responsibilities**

###### ***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.
- Demonstrates emotional intelligence, manages conflicts well, and can be regarded as a trusted advisor or advocate in sensitive or emotionally charged situations.

###### ***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, provides advice on record-keeping practices, particularly those in the electronic environment, and makes presentations to senior management in ministries, 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 is 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);
- Provides guidance in identifying and soliciting funds, including grant proposal writing, as appropriate.
- Appraises potential collection additions and makes recommendations for acquisition of new collections and de-accessioning of existing collections;
- Develops and implements procedures for the acquisition, processing, digitization, and preservation of archival materials;
- Ensures the authentication of documents and records and research the origin of archival materials.

### **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 and taking corrective action when necessary;
- Provides leadership to staff through effective performance management and appraisal, motivation, delegation, and communication.
- Ensures that training and other needs of employees are adequately identified and addressed;
- Provides guidance to supervisees in the Department through coaching, mentoring and training as needed;
- Resolves issues/problems that may arise; responds to complaints;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Department to ensure adequate staff capacity;
- Approves sick, departmental and vacation leave for staff in the Unit in keeping with established human resource policies;
- Sensitize staff to the policies of the Ministry and Department and ensure 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 overtime as a means of disseminating information from the collection;
- Performs 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 and integrity, reflecting high ethical and moral values;
- 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 and customer relations skills (ability to communicate and manage relationships at all levels;
- Excellent leadership, networking and relationship-building skill (ability to function as a team player, and works harmoniously with a diverse group of people at various levels externally and internally (international stakeholders);
- Excellent organizational skills with the ability to prioritize, multi-task and display initiative;
- Uses sound judgment to make good decisions based on information gathered and analyzed
- Displays emotional resilience and the ability to withstand work pressure on an on-going basis;
- Ability to make evaluative judgments.
- Ability to manage multiple assignments/projects;
- Ability to monitor and report on programme/project budgets;
- Ability to assess objectives and operational requirements and to develop and implement suitable operational policies and/or procedures.
- Ability to identify and secure alternative funding through grants and other revenue sources.
- 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;
- Archival management and principles of conservation;
- Government operations, policies and procedures;
- Jamaica's history and cultural development;
- Database management systems;
- Working knowledge of the Financial Administration Audit (FAA) Act
- Working knowledge of the established procedures/guidelines governing procurement of goods and services.

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

- Master's Degree in Archives and Records Management or Heritage Studies or any related discipline from a recognized institution;
- At least six (6) years' experience in a senior management position in a records and information management or archival work, preferably in an archival organization.

### **Special Conditions Associated With 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.

## **2. Enterprise Risk Management Analyst (GMG/SEG 3)**

### **Job Purpose**

Under the general direction of the Director, Enterprise Risk Management, the Enterprise Risk Management Analyst is responsible for facilitating the identification, evaluation and analysis of risks inherent to the operations of the Ministry and formulating, implementing and evaluating risk management strategies to efficiently and cost effectively manage these risks. The Enterprise Risk Management Analyst will support the Director and the Management Team in ensuring the Ministry is compliant with regulations, legislature, policies, procedures and standards regarding all aspects of the enterprise-wide risk management program. The Enterprise Risk Management Analyst will also participate in educating and advising management and staff on risk management.

### **Key Responsibilities**

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

- Collects information and reviews documentation to ensure that risk scenarios are identified and evaluated;
- Identifies, with the respective managers legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations to determine their potential impact on the business objectives;
- Identifies, with senior leadership, potential threats and vulnerabilities for business processes, associated data and supporting capabilities to assist in the evaluation of enterprise risk;
- Implements the ERM framework and ongoing ERM practices suitable for the requirements of the Ministry;
- Updates and maintains a Strategic and Operational Risk Register to ensure that all identified risk factors are accounted for;
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Ministry's business objectives;
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Facilitates the establishment of risk tolerance with senior leadership and key stakeholders to ensure alignment;
- Assists in the development of a risk awareness programme and conducts training to ensure that stakeholders understand risk and contribute to the risk management process and to promote a risk-aware culture;
- Identifies and evaluates risk response options and provides Executive Management with information to enable risk response decisions;
- Participates in the review of risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;
- Applies risk criteria to assist in the development of the risk profile for Executive Management approval;
- Assists in the development of risk response action plans to address risk factors identified in the organizational risk profile;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitors and communicates Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Performs risk assessments by analysing current risks and identifying potential risks that may impact the Ministry;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;
- Influences and, when necessary, challenges decisions that give rise to material risks;
- Builds awareness of business continuity and disaster recovery risks, including encouraging the preparation of business continuity and disaster recovery management plans.
- Provides support and training to staff in building risk awareness

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

- Develops Individual Work Plans based on alignment to the overall plan for the Unit;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

## **Human Resource**

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Units and organization's goals;
- Assists with the preparation and conducts presentations on the role of Unit for the Orientation and Onboarding programme.

## **Customer Service**

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Prepares quarterly and/or annually Customer Service reports in accordance with established standards.
- Ensures critical success factors are identified and meets expectations;
- Performs all other duties and functions as may be required from time to time.

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

### ***Core***

- Excellent interpersonal and team management skills;
- Excellent oral and written communication and presentation skills;
- Excellent negotiating skills;
- Strong customer relations skills;
- Integrity and Confidentiality;
- Proficient in the use of relevant computer applications.

### ***Technical***

- Excellent planning and organizing skills;
- Excellent research skills;
- Excellent interpersonal skills (ability to communicate and manage relationship at all levels with business users, financial institutions and vendors);
- Excellent judgment, decision making and problem solving skills;
- Demonstrable negotiating and analytical skills to ensure complete and accurate critical risks are captured, mitigated and/or monitored;
- Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements;
- Ability to monitor and report on programme/project budgets;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Advanced Information Technology skills in relation to Microsoft Office Suite (Word, PowerPoint, Excel and MS Project) or other project tools.
- Three (3) years experience in risk management.

## **Required Knowledge**

- Sound Enterprise Risk Management principles and philosophy;
- Sound understanding of enterprise risk management frameworks and tools;
- Knowledge of best practice standards for Risk Management, Business Operations and Information/Technology Operations and Processes;
- Knowledge of the principles of Public Sector management;
- Knowledge of Government policy formulation, monitoring and evaluation processes;
- Sound understanding of Research Methodology;

## **Minimum Required Qualification and Experience**

- Bachelor's Degree in Management Studies, Public Administration, Business Administration, Social Sciences from a recognized tertiary institution;
- Specialized training in Risk Management;
- Three (3) years' experience in risk management.

## **Special Conditions Associated With The Job**

- Work will be conducted in an office outfitted with standard office equipment and specialized software;
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions;

- May be required to travel locally and overseas to attend conferences, seminars and meetings.

### **3. Executive Assistant (GMG/SEG 1)**

#### **Job Purpose**

The incumbent will assist the Chief Technical Director with administrative duties by providing a wide variety of complex and confidential administrative and secretarial support; and communicating information on behalf of the Chief Technical Director to members of the public, stakeholders in the Information and Communications Technology (ICT) and Science, Technology and Innovation Sectors, Chief Executives Officers, Heads of Agencies and other senior executives of private businesses and industries, regional and international agencies to ensure the smooth and effective operation of the office.

#### **Key Responsibilities**

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

- Assists with the preparation of the Division's Operational Plan and Budget;
- Manages the office by relieving the Chief Technical Director of routine requests and matters;
- Ensures that all official obligations are met, by arranging meetings, conferences and ensuring that all relevant parties are advised and arrangements are made;
- Provides the necessary administrative support to ensure effective management of the ICT Division;
- Coordinates the Chief Technical Director's schedule;
- Opens, sorts, and distributes incoming correspondence, including faxes and email;
- Monitors matters that have been passed to directors/desk officers for action, ensuring that they are pursued to finality, and appraises the Chief Technical Director of the results;
- Liaises with staff in ministries, department and agencies (MDAs), as well as, the private sector entities to arrange meetings and other businesses on behalf of the Chief Technical Director;
- Keeps records of all deadlines that have to be met and important matters that have been dealt with, bringing them to the attention of the Chief Technical Director and interfacing with the officers and departments concerned to ensure that the deadlines are observed;
- Handles the daily administrative functions of the office of the Chief Technical Director and manages the time lines for all upcoming projects, issues, and reports and commitments.

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

- Follows established rules and procedures in responding to requests and queries and redirecting items and/or visitors to other staff members;
- Reviews and summarizes miscellaneous reports and documents;
- Prepares background documents and outgoing mail as necessary;
- Handles incoming and outgoing electronic communications on behalf of the Chief Technical Director;
- Receives and screens incoming telephone calls to the Chief Technical Director, providing friendly and professional greeting, directing calls, taking messages as appropriate, and eliciting necessary information to allow timely and accurate responses and responds where appropriate;
- Provides accurate word-processing support by composing and/or editing a variety of documents; this includes highly confidential correspondence, memoranda, contracts and proposals;
- Proof-reads all outgoing reports, documents and correspondence for spelling, grammar and layout appropriateness, making appropriate changes as necessary;
- Develops and maintains a well-organized filing system that permits easy reference and rapid retrieval of information;
- Studies and analyses submissions to the Chief Technical Director and, where appropriate, deals with them or otherwise brings them to early attention so that they can be addressed without delay;
- Manages local and overseas travel arrangements for the Chief Technical Director;
- Arranges and schedules appointments for the Chief Technical Director as requested, and preparing documents for meetings as appropriate;
- Prepares agendas, attends meetings and ensures that the minutes are taken, transcribed and distributed as required;
- Arranges meetings, workshop and training events;
- Assists in drafting Cabinet Submissions and Cabinet Notes, as well as other documents as directed by the Chief Technical Director;

- Researches and collates information for briefing of the Chief Technical Director;
- Prepares routine monthly reports, and other reports as directed from time to time;
- Performs other related duties and responsibilities as may be determined by the Chief Technical Director from time to time.

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

- Oral Communication
- Written Communication
- Teamwork and Cooperation
- Interpersonal Skills
- Initiative
- Client and Quality Focus/Commitment to Service Quality
- Compliance
- Adaptability
- Integrity
- Methodical
- Problem Solving and Decision Making
- Planning and Organizing
- Goal/Result Oriented
- Confidentiality
- Mutual Respect
- Analytical Thinking

### ***Technical***

- Use of Information and Communications Technology
- Legislation, Regulations and Policies
- Research Methodology
- Document Preparation
- Office Administration and Management
- File Management
- Document Management

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

- B.Sc. Degree in Business Administration, Management Studies, Public Administration, Administrative Management or related field from an accredited tertiary institution; plus;
- At least three (3) years' experience in related field.

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

- May be required to work beyond regular working hours.

Applications accompanied by résumés should be submitted **no later than Friday, 21<sup>st</sup> June, 2024 to:**

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

Email: [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**

