



## Office of the Services Commissions

(Central Government)

Ministry of Finance and the Public Service Building

30 National Heroes Circle, Kingston 4

Jamaica, West Indies

Tel: 876-922-8600

Fax: 876-924-9764

Email: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

Website: [www.osc.gov.jm](http://www.osc.gov.jm)

**CIRCULAR No. 295**

**OSC Ref. C. 4664<sup>17</sup>**

**22<sup>nd</sup> July, 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 be assigned to the post of **Records Archivist (PIDG/RIM 4) – (Not Vacant)** in the **Accountant General's Department**, salary range \$2,803,771 – \$3,770,761 per annum.

### **Job Purpose**

Reporting to the Assistant Registrar, Document Management, the Records Archivist is responsible for assembling, cataloguing, preserving and managing the Treasury's valuable collections of historical information (records, documents, books and objects). The incumbent appraises, edits and directs safekeeping of the Treasury's permanent records and historically valuable documents and participates in research activities based on archival materials.

### ***Summary of the broad purpose of the position in relation to Government's goals and strategies:***

- To create and maintain accessible archives and databases from which information is readily retrievable, incorporating current advances in electronic information storage technology;
- To organize archival records and develop classification systems to facilitate access to archival materials;
- To prepare archival records, such as document descriptions, to allow easy access to information;
- To preserve records, documents, books and objects;
- To provide reference services and assistance for users needing archival materials.

### **Key Responsibilities**

#### ***Technical:***

- Participates in the development of, and implements Document Management Strategy, Policy and Procedures, to facilitate efficient, legal and secure access to electronic content;
- Maintains standards, best practices and system usage procedures;
- Provides technical guidance to the Assistant Registrar, Document Management, and the staff of the AGD;
- Implements Customer Service Charter throughout the Unit;
- Participates in the development and implementation of automated retention and disposal schedules using the document management system;
- Evaluates Treasury records for preservation and retention, bearing in mind any need for careful handling, repair or conservation;
- Arranges the acquisition and retrieval of Treasury records;
- Creates and maintains accessible, retrievable computer archives and databases, incorporating current advances in Electronic Information Storage Technology;
- Organizes archival records and develops classification systems to facilitate access to archival materials;
- Catalogues collections and manages information and records;
- Prepares Record-keeping systems and procedures for archival research and for the retention or destruction of records;
- Preserves Treasury records, documents and objects, copying records to film, videotape, audiotape, disk or computer formats as necessary;
- Provides reference services and assistance for users needing archival materials;
- Responds to enquiries from members of the public and other users;
- Prepares archival records, such as document descriptions, to allow easy access to information;
- Maintains user-friendly, computer-aided search systems;
- Organizes Training Sessions on archival Treasury procedures, advising users on how best to access, use and interpret archives;
- Advises management on the ongoing organization and storage of material to facilitate planning for future needs;
- Ensures compliance with Record Keeping requirements resulting from legislation, audit rules and other relevant regulations;

- Keeps current with emerging document management trends and current dominant technologies in Records Management;
- Produces reports as required;
- Performs any other related duties that may be assigned from time to time.

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

#### ***Core:***

- Good oral and written communication skills;
- Good problem-solving and analytical skills;
- Customer focus;
- Results focus;
- Integrity.

#### ***Technical:***

- Records and Information Management skills;
- Knowledge of legislations, policies and procedures;
- Knowledge of the various guiding Acts and Regulations including the Access to Information Act;
- Experience with automated and IT enabled records management, and computer information management systems.

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

#### ***Essential:***

- Certificate/Diploma in Document/Records Management, Library Science or Archival Studies from a recognized institution and at least two (2) years related experience.

**OR**

- Four (4) CXC/GCE O' Level subjects at the general proficiency level including English Language and a numeric subject ie. Mathematics/Accounting and training in Records and Information Management Systems, procedures and practices and automated technologies as it relates to records management and/or the area of operation and seven (7) years' experience in a similar environment.

**OR**

- Any other combination of training and experience that would yield the necessary skills needed at this level.

#### ***Desirable:***

- Bachelor's Degree in a Social Science or Library Science from a recognized institution;
- Formal training in Document Management and Information Systems, Procedures and Practices and automated technologies as it relates to Document Management.

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

- May be required to do some amount of lifting, bending, stooping and walking;
- Pressured working conditions with numerous critical deadlines;
- May be exposed to some amount of dust.

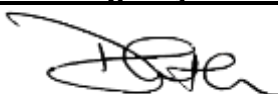
Applications accompanied by Résumés should be submitted **no later than Monday, 5<sup>th</sup> August, 2024 to:**

**Director  
Human Resource Management and Development  
Accountant General's Department  
21 Dominica Drive  
Kingston 5**

Email: [careers@treasury.gov.jm](mailto:careers@treasury.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**