



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

Website: www.osc.gov.jm

CIRCULAR No.308

OSC Ref. C. 6272¹⁸

30th 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 fill the **vacant post of Records Manager (PIDG/AR 4) in the Corporate Affairs Division, Office of the Cabinet**, salary range \$2,803,771 - \$3,770,761 per annum.

Job Purpose

Under the supervision of the Director, Documentation, Information and Access Services, the Records Manager supports the development of the Ministry's Records Information Management (RIM) Programme. The Records Manager monitors the maintenance of physical and electronic records, ensuring compliance with the Ministry's RIM Policy and Procedures

Key Responsibilities

- Participates in activities relating to the creation, classification and indexing of electronic and physical records;
- Participates in the amendment of the Ministry's records related framework documents;
- Conducts surveys and inventories of digital and physical records;
- Undertakes activities relating to the decongestion and disposition of physical records;
- Conducts Records Appraisals, reviews Retention Schedules and maintains a timetable for transferring of inactive records for archival storage;
- Assists with the maintenance of the Ministry's Electronic Records Management Systems databases, as required;
- Assists with the maintenance the Office of the Cabinet's Digital Records Indexing System;
- Assists with the development/review and maintenance of the functional Classification Scheme;
- Processes incoming requests, conducts research and provides information in the appropriate format;
- Identifies files for placement on the disposition list and assists with their preparation for transfer to the Jamaica Archives and Records Department in accordance with the provision of the Archives act;
- Undertakes data entry, scanning and uploading of records to electronic database;
- Ensures relevant divisional Digital Records Indexing System lists are updated and maintained;
- Assists with identifying training needs assessment, designing and delivering training programmes and workshops to address RIM needs for internal customers;
- Participates in internal/external workshops and committees, as requested;
- Prepares and submits reports of activities and meetings;
- Assists with various records and ad hoc projects and participates in the execution of special assignments, as requested;
- Provides secretarial support to the Ministry's RIM Committee.
- Assists with the orientation and training of temporary staff members and interns, providing guidance, assistance and support, as needed;
- Performs any other duties.

Required Knowledge, Skills and Competencies

- Sound knowledge of the Archives Act, the Access to Information Act and all other relevant Legislation;
- Awareness of relevant government regulations and international standards;
- Knowledge of automated Records Management systems;
- Excellent interpersonal skills with the ability to effectively communicate with persons at all levels;
- Must be able to work well within teams;
- Demonstrated ability to work independently;
- Proficient in the use of computer applications including Microsoft Office Suite, Office 365 (Microsoft Teams, SharePoint etc.) and management information systems;

- Excellent research, analytical and problem-solving skills;
- Excellent at listening, understanding and interpreting requests;
- Ability to understand clear instructions and exercise sound judgment;
- Excellent integrity/ethics exercised in the performance of duties.

Minimum Required Qualification and Experience

- Bachelor of Arts or Bachelor of Science Degree;
- Specialized Training/Certification in Records Management or Information Management would be an asset;
- Proficiency in Information Technology with experience in at least one (1) automated information management system;
- Two (2) to five (5) years of experience working in the Public Sector, Records Management, Library Management or related field;
- Training in Customer Service.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 14th August, 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

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**