



Office of the Services Commissions

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CIRCULAR No. 352 **OSC Ref. C.4857⁵⁰**

11th September, 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 Director, Documentation, Information and Access Services (GMG/SEG 3)** in the **Documentation, Information and Access Services Unit, Ministry of Agriculture, Fisheries and Mining**, salary range \$5,198,035 – \$6,990,779 per annum.

Job Purpose

Under the direct Supervision of the Senior Director HRM&D, the Director, Documentation, Information and Access Services, is responsible for managing the operations of the Unit. This includes planning, organizing, development and administration of systems and procedures for the Ministry's Records and Information Management Programme, the administration of the Access to Information Act, as well as providing technical advice on the functions of the libraries and registries.

Key Responsibilities

Administrative/Management:

- Develops the Unit's Operational, Corporate, Work Plans and Budget;
- Develops, reviews and revises relevant policies, work systems and procedures to ensure consistency and adequacy;
- Formulates goals and objectives for operations essential to the effective delivery of information;
- Produces the Unit's reports and makes recommendations for improvement;
- Provides technical advice/guidance to the Permanent Secretary, Senior Director, Records Management Committee and other managers, on matters pertaining to Records Management, Access to Information, library and other information related issues;
- Administers the implementation and management of the Access to Information Act within the Ministry and its Agencies;
- Satisfies the information needs of the Ministry's clientele by reviewing documentation systems, procedures, holdings and equipment, to ensure that they support management effectiveness and efficiency in the conduct of business.

Technical:

- Reviews the appraisal, retention, disposal, storage, maintenance and other aspects of the Ministry's Records Management programme;
- Researches and produces manuals pertaining on Access to Information, records management, library and other information management issues;
- Plans and designs an effective Records Management programme inclusive of a vital records component;
- Develops a disaster preparedness plan for the Ministry's records;
- Provides advisory and technical information for the development and introduction of automated systems to address records information management needs of the Ministry;
- Develops and implements a comprehensive educational programme ensuring the Ministry's and its Agency's staff are fully aware of all aspects of the Ministry's Access to Information and Records and Information Management programmes;
- Ensures adherence to legal requirements that affect Records management and the administration of Access to Information by the Ministry and its Agencies.

Human Resource:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends leave;
- Participates in the recruitment of staff for the Division/Unit and recommends transfer, promotion, termination and leave;
- Collaborates with Human Resource Division, develops and implements a Succession Planning programme for the Unit to facilitate continuity and the availability of required skills and competencies to meet the needs of the Division;
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching;

- Ensures the welfare and developmental needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Units and Organization's Goals.

Other:

- Carries out duties of national Co-ordinator for the Jamaica Agricultural Documentation, Information Network (JADIN);
- Maintains links with national, regional and international information Networks for sharing of information resources and training;
- Functions as member of the Advisory Committee on National Information system (ACNIS);
- Represents the Ministry and Permanent Secretary at meetings, conferences, records management, Library and Access to Information related forums;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Strong leadership and management skills;
- Excellent oral and written communication skills;
- Excellent customer and quality focus skills;
- Good problem solving and decision-making skills;
- Good conflict management skills;
- Very good interpersonal skills;
- High level of confidentiality and integrity.

Technical:

- Excellent knowledge of Records Management;
- Good knowledge of Library Management procedures;
- Very good knowledge of the ATI Act and Archives Act;
- Good knowledge of other related legislations (e.g. Pensions Act, FAA Act etc.);
- Good knowledge of library and records management databases and software;
- Good knowledge of the operations of Government;
- Very good knowledge of the Ministry's policies and procedures.

Minimum Required Qualification and Experience

- First Degree in Library and Information Studies or in Education with Library and Information Studies;
- Certificate in Records Management from a tertiary institution;
- Certificate in Supervisory Management;
- Five (5) years' experience in Records and Information Management.

OR

- Bachelor of Arts Degree;
- Certificate in Records Management from a tertiary Institution;
- Certificate in Supervisory Management;
- Seven (7) years' experience in Records and Information Management.

Special Conditions Associated with the job

- Working environment involves possible exposure to dusty conditions.

Applications accompanied by résumés should be submitted **no later than Tuesday, 24th September, 2024 to:**

**Senior Director
Human Resource Management and Development Division
Ministry of Agriculture, Fisheries and Mining
Hope Gardens
Kingston 6**

Email: jobopportunities@moa.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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

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