



**CIRCULAR No. 386**  
**OSC Ref. C.6272<sup>18</sup>**

**25<sup>th</sup> 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 **Senior Conservation Officer (PIDG/AR 4)** in the **Jamaica Archives and Records Department (JARD), Office of the Prime Minister**, salary range \$2,803,771 - \$3,770,761 per annum.

**Job Purpose**

Under the general direction of the Senior Archivist, this officer is the chief technical advisor on conservation and restoration of records. The Senior Conservation Officer is responsible for guiding the preservation of audiovisual records in the custody of the Jamaica Archives & Records Department - Audiovisual Unit, supervising the staff of the Conservation Section and preparing and implementing the Preservation Policy in accordance with regulations and international standards.

**Key Responsibilities**

***Administrative***

- Assists in the development and implementation of programmes for the Unit's corporate and operational plans and budget;
- Assists with the development of the Preservation policy;
- Prepares and monitors Work Schedules/Plans for the Unit;
- Prepares and submits activity and other reports as requested;
- Assists with the development of performance and work standards for the Unit;
- Maintains inventory of audio-visual preservation materials and ensure the timely procurement of stock;
- Maintains records of audiovisual procedures performed on archival records and tracks the effects on the records;
- Provides advice to the Senior Archivist and other personnel on preservation and other conservation matters;
- Keeps abreast of trends and changes in the conservation and preservation and recommends their use, where applicable, to improve the work of the Unit;
- Assists with the preparation of a Disaster Preparedness Plan for the prevention/recovery of records before and after a disaster/emergency;
- Provides leadership for the Recovery and Rehabilitation team;
- Assists with the procurement of conservation supplies and equipment used in the Unit and maintains adequate supply and inventory of stock.

***Supervisory***

- Manages the welfare and development of staff in the Unit through the preparation of performance appraisals and recommendations of required training and development programmes;
- Provides guidance to staff through coaching, mentoring and training, as well as assistance and support whenever necessary;
- Assists with the recruitment of staff;
- Recommends leave in keeping with human resources policies and procedures.

***Technical/Professional***

- Inspects incoming and existing video records to determine their condition and the most appropriate method for their preservation;
- Leads the digitization process and ensures that audio formats are updated in a timely and organized manner;
- Assesses, appraises and evaluates audio-visual records to determine their status before undertaking preservation activities;
- Provides technical assistance to researchers in the care and handling of archival records;
- Establishes and implements quality standards and procedures to guide the work of the Unit;
- Establishes a system of recording and tracking work performed on archival records and effects on the records;

- Oversees the process to ensure that optimum environmental conditions are maintained by checking the fire suppression, preservation equipment and temperature and relative humidity systems;
- Participates in the installation and maintenance of specialized networks and databases to facilitate better access to the collections;
- Provides consultation and guidance to other government organizations and the private sector on the preservation of audio-visual records and monitor the transfer of permanent records to the Audiovisual Unit of the JARD.

#### **Other**

- Undertakes the training of staff in the Unit and other government agencies/departments as required;
- Participates in special assignments, committees and associations, and assists in public education and outreach programmes;
- Performs any other related duties that may be assigned.

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

- Integrity and confidentiality
- Excellent customer relations and interpersonal skills;
- Excellent planning and time management skills;
- Good oral and written communication skills;
- Research and analytical skills;
- Proficient in the use of audiovisual equipment and accessories;
- Ability to troubleshoot, identify, remove and replace defective parts and conduct repairs on videos and equipment;
- Proficient in the use of relevant computer software/programmes especially Microsoft office Suite (Word, Excel, PowerPoint);
- Knowledge of conservation and preservation techniques;
- Knowledge of audiovisual equipment and operating techniques.

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

- Associate Degree or Diploma in Electronics, Audio-Visual Engineering etc;
- Training in Audiovisual Conservation;
- One year's experience at a supervisory level in an Archive, Library or Media House
- Training in Supervisory Management would be an asset.

Applications accompanied by résumés should be submitted **no later than Tuesday, 8<sup>th</sup> October, 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**