



Office of the Services Commissions

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CIRCULAR No. 480 **OSC Ref. C.4515/S3²**

2nd December, 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 following **vacant** posts in the **Court Administration Division (CAD)**:

1. **Legal Officer (JLG/LO 3)**, salary range \$6,333,301 - \$8,517,586 per annum.
2. **Director, Digitization and Imaging Services (GMG/SEG 4)**, salary range \$6,333,301 - \$8,517,586 per annum.
3. **Court Monitoring and Evaluation Analyst (GMG/SEG 3)**, salary range \$5,198,035 - \$6,990,779 per annum.
4. **Digitization and Imaging Analyst (GMG/SEG 2)**, salary range \$4,266,270 - \$5,737,658 per annum.
5. **Director, Records and Documentation Services (GMG/SEG 2)**, salary range \$4,266,270 - \$5,737,658 per annum.
6. **Manager, Corporate Records (GMG/SEG 1)**, salary range \$3,501,526 - \$4,709,163 per annum.

1. Legal Officer (JLG/LO 3)

Job Purpose

Under the leadership and direction of the Director, Legal Services, the Legal Officer is responsible for providing technical legal care to guide the operational legal processes and systems for the Judiciary. The legal services include the provision of general legal advice to the Executives and Directors/Managers of various Divisions/Branches/Sections/Units of the Judiciary, organizing and co-ordinating the review, amendment and promulgation of operational legal documents for which the Judiciary has responsibility, preparing and/or vetting leases, various types of contracts and instructing the Attorney General's Chambers and other legal consultants, as well as monitoring litigation.

Key Responsibilities

- Prepares, peruses and vets contracts, lease agreements and other legal documentation;
- Provides general legal advice to the Judiciary on all aspects of the law as it affects the organization's operations;
- Prepares legal drafts by assembling and organizing information for legal forms and documents including complaints, declarations, discovery requests, responses and other pleadings;
- Researches statutes, constitutions, regulations and Court opinions including precedents and reasoning, as well as, trends using standard print texts and computers (preparing legal memoranda);
- Assembles case materials by collecting, organizing and summarizing information, documents, reports and evidence;
- Provides statistical data and information to support the Judiciary by utilizing relevant research methods to collect information;
- Designs and maintains Statistical Database(s) to facilitate analysis and planning of legal matters for the Unit;
- Instructs the Attorney General's Chambers and specialist legal consultants on behalf of the organization;
- Functions as a liaison between the Judiciary and other external Legal Departments such as the Office of the Director of Public Prosecution, Attorney General, Legal Reform Division, the Chief Parliamentary Counsel and private law firms/inhouse legal establishment;

- Reviews complex Technical Submissions from various Divisions/Branches/Sections/Units of the Judiciary for legal risk and other implications;
- Provides guidance relating to disciplinary and grievance issues and assists in maintaining a harmonious Industrial Relations Environment;
- Collaborates with various Divisions/Branches/Sections/Units of the Judiciary in developing, implementing and maintaining operational policies and procedures to guide the operations of the Judiciary;
- Provides advice on contracts and tender documents to appropriate staff to ensure compliance with the GOJ's Public Procurement Law;
- Makes recommendations to the relevant officers of the organization to undertake investigations, as well as the preparation of statements and affidavits to facilitate the proper representation of the Judiciary/CAD in litigious matters;
- Keeps current with the latest tools/techniques in legal analysis and methodology to determine what new solutions and implementations will meet CAD/Judiciary business/operational requirements.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Good knowledge and understanding of Commercial, Conveyance, Contract, Property and International Laws;
- Good research and legal writing skills;
- Good knowledge and understanding of the legal framework of the Government of Jamaica;
- Good knowledge and understanding of contract negotiations and drafting;
- Knowledge of and experience in GOJ operations and Public Sector matters;
- Deep analytical capability and ability to apply strategic thinking to financial reporting and analysis;
- A strong sense of trust and a high level of confidentiality and integrity;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the organization;
- Familiarity with procedures, policies and legislation governing the machinery of government;
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Qualification and Experience

- Bachelor of Laws Degree (LLB);
- Certificate of Legal Education;
- Three (3) years' experience in the areas of Commercial, Contract and Property Laws.

Special Conditions Associated with the Job

- 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.

2. Director, Digitization and Imaging Services (GMG/SEG 4)

Job Purpose

Under the direction and leadership of the Principal Director, Court Records and Information Management, the Director, Digitization and Imaging Services will play a key role in managing a team of staff to deliver customer centric applications and processes for the development of digital records programmes and initiatives within the Judiciary. The Director will also lead training and development interventions around digitization of court records with a view to introduce, optimize and standardize processes leading to an efficient Judiciary that is technologically available and swift.

Key Responsibilities

- Directs a team of staff including day-to-day work allocation, capability development and performance management, to deliver customer centric applications within the records digitization and imaging stream;
- Directs research, data analysis and contributes to the design and development of solutions, business processes and procedures to support a wide range of digital records programmes and initiatives for the Judiciary;
- Identifies, analyses, recommends and prioritises business cases for the portfolio of digital records initiatives, including scoping and translating business requirements to technical requirements to deliver solutions that align to Judiciary's objectives and deliver value;
- Contributes to the overall digital strategy of the Judiciary, including recommending new and innovative technology developments and digital, data and analytics trends;
- Partners with the ICT Branch in the software development, processes digital records based on agreed schedules and Work Plans and ensures effective resource management and consultation with external partners, technology vendors and stakeholders to deliver outcomes that align to Judiciary objectives;
- Undertakes a range of digitization projects or programme support responsibilities to meet business objective needs and outcomes of the Judiciary;
- Facilitates the 'ideation' process, including generating, developing and communicating new ideas to identify customer-centric solutions to business problems;
- Supports a range of digital projects, policies and programme initiatives in diverse environments, to acquire an understanding of operational, policy, regulatory and governance facets and gain a holistic view of work in GOJ;
- Works collaboratively within and across Public Sector Agencies, such as the ICT Authority and actively support others to achieve Judiciary's digital business objectives;
- Collaborates with external vendors, partners, the start-up community and industry experts to identify technology opportunities.
- Develops and implements training plan and strategies, taking into consideration new components to the operations of the digitization and imaging function of the Judiciary;
- Leads in the planning, conduct analyses of training needs assessments; co-ordinates the design, implementation and delivery of training and development programmes for digitization staff in Courts;
- Directs the development and management of Orientation and Sensitisation Sessions for all staff of the Branch from time to time;
- Reviews assessment and evaluation instruments; leads in the design and preparation of training manuals and other training tools;
- Liaises with Directors/Managers from other Sections/Units to facilitate the delivery of training initiatives, and ensures alignment with the current plans and service delivery;
- Develops and implements the mechanisms to garner input, feedback and suggestions from stakeholders for continuous improvement of training content and delivery;
- Ensures measures are in place to monitor and control the quality of training content and materials developed and delivered by specialists;
- Identifies and assesses future and current employee training needs through job and skill-set analysis and consultation with staff/managers and key stakeholders;
- Directs the development and implementation of quality assurance measures and ensures inclusion in the training and development solutions for staff;
- Keeps current with the latest tools/techniques in Digitization/Digital Records to determine what new solutions and implementations will meet Judiciary's business/operational requirements;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal and team management skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Highly developed understanding of digital records management techniques including retrieval, archiving and storage;
- Knowledge of disposal and archiving of files in accordance with the General Disposal Schedule for GOJ Records;
- Good knowledge of Information and Knowledge Management Principles and Techniques;
- Good knowledge of the Government of Jamaica's legislative arrangements underpinning the Records, Information and Knowledge Management functioning, for example, Records and Information Management Policies, Access to Information, GOJ RIM Policy, 2019, the Archives Act, 1981, etc.
- Understanding of Occupational Health and Wellness principles and their implementation in the workplace, especially related to records management;
- Demonstrated understanding of government legislation and regulations that affect records management;
- Knowledge of Judiciary's organizational structure and culture;
- Knowledge of national, regional and international laws and regulations relating to access to information and their applicability to our local situation;
- Good knowledge of GOJ ICT policies and systems;
- Good knowledge of programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Judiciary;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Qualification and Experience

- Bachelor's Degree in Library and Information Management, Archival Management, Records Management, knowledge Management, ICT/Computer Science with Records Management, Digital Technologies or a related discipline;
- Certification/training in Supervisory Management
- Five (5) years' experience in a Records, Information or knowledge Management environment.

Special Conditions Associated with the Job

- 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. Court Monitoring and Evaluation Analyst (GMG/SEG 3)

Job Purpose

Under the leadership and direction of the Principal Director, Court Operational and Management Support, the Court Monitoring and Evaluation (M&E) Analyst, provides technical management to develop M&E frameworks, plans and indicators to capture performance results and provide effective, accurate and timely monitoring, evaluation and reporting of all operational policies, programmes and related project activities in the Judiciary/CAD.

Key Responsibilities

- Assists with the design and implementation of the Judiciary's operational and management support Policy/Programme Monitoring and Evaluation system, in line with the Office of the Cabinet minimum standards;
- Provides direction on Monitoring & Evaluation (M&E) mechanisms to ensure that Court Operational and Management support policies and programmes achieve its goals and corresponding objectives and target;
- Manages the development and implementation of the Performance Monitoring Plans to capture Court Operational and Management support policies and programmes performance and results, including routine data reporting, baseline and end line assessments;
- Develops and manages data flow pattern for policies, programmes and projects, to ensure timely data collection and reporting;
- Manages results reporting to senior executives by providing written documentation on M&E activities and indicator results for progress and annual reports, as applicable;
- Develops and maintains approaches that ensure high-quality implementation of Court Operational and Management support policies, programmes and projects to conform with GOJ's monitoring and evaluation guidelines, protocols, information and reporting systems;
- Manages strategic collaboration activities with key stakeholders to learn from Court Operational and Management support policy and programme/project data and adapt interventions as appropriate;
- Uses data to contribute towards strategic decision-making and Court Operational and Management support policy, programme and project planning with senior executives;
- Manages and/or conducts targeted evaluations and operations research, including design, data collection, management and analysis;
- Develops and maintains mechanisms to ensure quality of data through data verification procedures including routine data quality audits;
- Cultivates strategic M&E relationships and alliances with MDAs, donor partners and represents M&E activities in public and professional circles through meetings, conferences, and presentations;
- Works with project professionals and policy/programme development staff to prepare and track progress of operational policy, programme and project implementation;
- Co-ordinates all M&E capacity-building activities with team members, implementing partners and related stakeholders;
- Contributes to the development of internal control mechanisms to guide the management of business processes under the purview of the Branch;
- Contributes to the development, revision and amendments to legal documents to guide the work of the Judiciary where applicable in collaboration with the Legal Services Branch of the CAD;
- Provides expert Court Operational and Management Support M&E advice to the Principal Director, Head of the CAD and other senior executives;
- Evaluates and reports on the development and/or implementation of Court Operational and Management support policies and assessment tools to identify issues and ensures the achievement of desired outcomes;
- Works with relevant MDAs, industry and academia, to research and understand potential issues in M&E and Court Operational and Management support in a GOJ context and assesses and supports work by those actors to address these issues;
- Prepares technical submission, notes, correspondence, written reports, publications and briefs, that are informative and aligned with Judiciary's requirements, in response to MDA's and/or GOJ requests;
- Keeps informed of developments in the public policy in the Justice sector, M&E issues to help the Judiciary operate with initiative and innovation;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent oral and written communication skills;
- Excellent interpersonal and team management skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- In-depth knowledge of policy monitoring and evaluation frameworks;
- In-depth knowledge and expertise in quantitative and qualitative methodologies, reporting, data quality assessments, data analysis and presentation;
- Knowledge of Court Operations and Management support principles and practices;
- Good of the development, analysis, revision and implementation of policies, procedures, guidelines, programmes and legislation;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Superior verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Organisation, and for functioning effectively on inter-ministerial and multi-sectoral committees and working groups;
- Familiarity with procedures, policies and legislation governing the machinery of Government.

Minimum Required Qualification and Experience

- Master's Degree in Public Policy, Statistics, Demography, Management Studies, Public Sector Management, Public/Business Administration or a related discipline;
- Certification in Project Management or Change Management;
- Four (4) years' experience in a Public Policy, M&E or Public Sector Management environment, with at least two (2) years in management capacity.

OR

- Bachelor's Degree in Public Policy, Statistics, Demography, Management Studies, Public Sector Management, Public/Business Administration or a related discipline;
- Certification in Project Management or Change Management;
- Six (6) years' experience in a Public Policy, M&E or Public Sector Management.

Special Conditions Associated with the Job

- 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.

4. Digitization and Imaging Analyst (GMG/SEG 2)

Job Purpose

Under the direction and management of the Director, Digitization and Imaging Services, the Digitization and Imaging Analyst will support the development and implementation of a range of record digital projects and programme initiatives in the Judiciary. The Analyst will be a highly technical specialist in the fusion of ICT solutions and records management principles, as well as a key player in the training and development interventions around the assigned function.

Key Responsibilities

- Researches, designs and implements a range of professional capture devices and associated software applications, to produce high quality digital records/images of collection items in the Judiciary;

- Designs, implements and reviews technical specifications, service standards and business targets information, to facilitate the use of data capture devices and associated software;
- Researches, designs and implements photographic and imaging software and associated workflow tools, to facilitate image capture, quality assurance and ingestion of files into the Judiciary's digital asset repository;
- Assesses the quality of work for decentralized digitization processes in the various Courts in the Judiciary, such as the production of digital image files and metadata to achieve high quality digital files in the justice information management systems;
- Enriches the Judiciary's collections data by consolidating relevant digitized information/image in relevant systems and assisting with data cleaning projects as directed to ensure catalogue records are full and correct;
- Ensures established standards and procedures for creation and editing of metadata in collection management systems, to maintain integrity of collection data;
- Follows safe handling procedures for original and aged court documents/records (collection material), including re-housing projects as directed to ensure collection safety, preservation and care;
- Conducts regular audits of the digitization processes in courts island wide;
- Contributes to increased awareness of the collection through participation in online content initiatives to widen access to the digitized collections;
- Designs and reviews protocols to honour internal user requests for digital assets from the Judiciary's collections;
- Identifies training and development needs for Court Digitization staff through gap analyses, review of performance reports, and regular consultations with stakeholders such as line managers and end users of the digital systems;
- Designs and expands training and development programmes based on the user needs and the individual embracing ongoing changes in the operations of the Judiciary;
- Develops and implements effective induction programmes /courses for new recruits to sensitize them to the operations, systems processes, procedures and protocols of the Judiciary's digital pursuits;
- Develops and implements interventions to facilitate on going professional development and cross training of employees;
- Develops and maintains training and development manuals, brochures and other tools to enhance the delivery of training solutions;
- Designs and implements tools to gathering input, feedback and suggestions from the field for continuous improvement of training content and delivery;
- Maintains knowledge of rapidly changing technical developments in photography and digital imaging to keep skills up to date and enable effective operation.
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent interpersonal and team management skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Highly developed understanding of digital records management techniques, including retrieval, archiving and storage;
- Knowledge of disposal and archiving of files in accordance with the General Disposal Schedule for GOJ Records;
- Good knowledge of Information and Knowledge Management Principles and Techniques;
- Knowledge of Judiciary's organizational structure and culture;
- Good knowledge of GOJ ICT policies and systems;
- Good knowledge of programme monitoring and evaluation frameworks;
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes;
- Good verbal and written communication skills, with the ability to deliver presentation with tact, clarity, enthusiasm and accuracy to widely varied audiences;
- A high level of initiative and self-motivation;
- Demonstrated interpersonal and negotiation skills;

- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Judiciary;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Qualification and Experience

- Bachelor's Degree in Library and Information Management, Archival Management, Records Management, knowledge Management, ICT/Computer Science with Records Management, Digital Technologies or a related discipline;
- Certification/training in Supervisory Management
- Three (3) years' experience in a Records, Information or knowledge Management environment.

Special Conditions Associated with the Job

- 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.

5. Director, Records and Documentation Services (GMG/SEG 2)

Job Purpose

Under the management and supervision of the Court Records and Documentation Analyst, the Director, Records and Documentation Services is responsible for supporting records management best practices, including retention scheduling, file classification, file storage and retrieval in the Judiciary. The Analyst also bolsters the RIM process by scheduling and conducting periodic audits of records management systems and procedures in assigned Courts across Jamaica.

Key Responsibilities

- Assists in the development and administration/implementation of a comprehensive records management programme and system for use in the Judiciary;
- Codes, files and retrieves a wide variety of materials under a complex, comprehensive records management system;
- Updates and maintains information and generates reports utilizing computer equipment (EDMS Systems);
- Liaises with operational Divisions/Branches/Section/Units across the Judiciary to guide and design file and information classification systems for active records and content management systems;
- Works collaboratively with Divisions/Branches/Section/Units across the Judiciary to ensure effective use of the records management system and procedures;
- Analyzes complex records management situations, evaluates alternatives and recommends or adopts effective course of action;
- Explains and applies RIM rules, policies and procedures applicable to Judiciary's operations;
- Schedules and completes periodic records management assessments and audits for court records systems across all Court structures in Jamaica;
- Analyzes records and document management systems for Divisions/Branches/Section/Units across the Judiciary, according to approved Retention Schedules and related guidelines;
- Assists assigned Divisions and Work Units in creating and/or documenting file classification plans and processes;
- Provides instruction and training to the user community (management, staff, internal customers, etc.) on the Judiciary's policies and best practice usage of the electronic document management and manual systems;
- Assists the Director, Court Records and Documentation Services in identifying and addressing revisions needed under the Judiciary's Retention Schedule;
- Assists in managing record destruction requests and processing;
- Liaises with various technical and administrative functionaries across the Judiciary for the identification and transfer of records to storage facilities;
- Assists with the co-ordination relating to the transfer of inactive and archival materials to off-site storage, as well as the retrieval of materials as required;

- Builds rapport with multiple external stakeholders to aid the work of the Court Records and Information Management work of the Judiciary;
- Identifies best knowledge management practices and leverage existing technology and skill set to create new systems and business intelligence forums;
- Keeps current with the latest tools/techniques in Records and Information Management and Reporting to determine what new solutions and implementations will meet Judiciary's business/operational requirements;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent verbal, written and presentation skills;
- Excellent interpersonal and negotiation skills;
- Strong analytical and problem-solving skills;
- Strong leadership skills and team management skills;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- A high level of initiative and self-motivation;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Knowledge of principles, practices, methods and techniques of records management, including retention criteria;
- Knowledge of Jamaican RIM laws, codes, regulations and policies in assigned areas of responsibility;
- Knowledge of principles, practices and methods in the design, systems administration and maintenance of Records Management Software (RMS);
- Knowledge of principles and practices of quality control in records management;
- Knowledge of EDMS troubleshooting principles and practices;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Judiciary;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Qualification and Experience

- Bachelor's Degree in Library and Information Management, Archival Management, Records Management, Knowledge Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Certification/training in Supervisory Management
- Five (5) years' experience in a Records, Information or Knowledge Management environment.

Special Conditions Associated with the Job

- 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.

6. Manager, Corporate Records (GMG/SEG 1)

Job Purpose

Under the direction and management of the Director, Records and Documentation Services, the Manager, Corporate Records is responsible for participating in the analysis, planning, development, delivery and administration of the centralized and decentralized records management programmes for the Judiciary's corporate office. Additionally, the officer provides training and technical assistance to Divisions/Branches/Sections/Units on the electronic document management systems (EDMS).

Key Responsibilities

- Assists in developing, implementing, evaluating and communicating records management policies, processes, systems and procedures to ensure compliance with all legal requirements and organizational objectives;
- Assists in implementing quality control procedures to ensure integrity of documents, electronic Images and/or records metadata;
- Assists with the development and maintenance of Retention and Disposal/Destruction Schedules protocols and systems;
- Manages the working relationships with all Corporate Divisions/Branches/Sections/Units of Judiciary in the purging of electronic and paper-based files and co-ordination of the timely disposal/destruction of records;
- Co-ordinates the disposal/destruction of records in accordance with retention schedules and prepares resolutions of disposal/destruction;
- Co-ordinates the assessment and storage of inactive records at the Government Records Centre and the Jamaica Archives for posterity;
- Applies and maintains classification schemes and retention schedules to ensure proper retention, retrieval and accessibility;
- Maintains information and generates reports utilizing computer equipment/technologies;
- Codes, files and retrieves a wide variety of materials under a complex, comprehensive records management system;
- Analyzes complex records management situations, evaluates alternatives and recommends or adopts effective course of action;
- Manages the maintenance of electronic and hard-copy document storage and retrieval strategies and programmes;
- Monitors and evaluates onsite and offsite records storage for various Divisions in the CAD and leads the execution of periodic audits to ensure the integrity of the CAD records management practices;
- Collaborates with the Directors ICT and Director, Records and Documentation Services in the design and development of Electronic Document Management System (EDMS) to transform the records management landscape of the Judiciary;
- Partners with end users, provides assistance, and encourages adoption within the Ministry's Electronic Document Management System platforms;
- Provides instruction and training to the user community (management, staff, internal customers, etc.) on RIM policies and best practice usage of the electronic document management and manual systems;
- Co-ordinates quality assurance and user testing in the Electronic Document Management Systems in partnership with the ICT Branch;
- Conducts studies and analyzes data to provide recommendations on the effectiveness of existing methods and procedures;
- Updates continually the Judiciary/CAD records management processes and procedures in accordance with trends and developments in the content management industry, as directed by Director, Records and Documentation Services;
- Builds rapport with multiple external stakeholders to aid the work of the Court Records and Information Management work of the Judiciary;
- Identifies best knowledge management practices and leverage existing technology and skill set to create new systems and business intelligence forums;
- Keeps current with the latest tools/techniques in Records and Information Management and Reporting to determine what new solutions and implementations will meet Judiciary's business/operational requirements;
- Performs any other related duties that may be assigned from time to time.

Required Knowledge, Skills and Competencies

Core:

- Excellent verbal, written and presentation skills;
- Excellent interpersonal and negotiation skills;
- Strong analytical and problem-solving skills;
- Strong leadership and team management skills;
- A high level of initiative and self-motivation;
- Strong customer relations skills;
- Excellent planning and organizing skills;
- Excellent judgment and decision-making skills;
- Ability to influence and motivate others;
- Proficiency in the use of relevant computer applications.

Technical:

- Sound knowledge of principles, practices, methods and techniques of records management including retention criteria;

- Sound knowledge of Jamaican RIM laws, codes, regulations and policies in assigned areas of responsibility;
- Sound knowledge of principles, practices, and methods in the design, systems administration and maintenance of Records Management Software (RMS);
- Sound knowledge of principles and practices of quality control in records management;
- Knowledge of EDM Systems troubleshooting principles and practices;
- Aptitude for developing and maintaining collaborative relations with team members both within and outside the Judiciary;
- Knowledge of computerized systems and software, with an emphasis on the MS Office suite and projects.

Minimum Required Qualification and Experience

- Bachelor's Degree in Library and Information Management, Archival Management, Records Management, Knowledge Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Certification/training in Supervisory Management
- Three (3) years' experience in a Records, Information or Knowledge Management environment.

Special Conditions Associated with the Job

- 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.

Applications accompanied by résumés should be submitted **no later than Friday, 13th December, 2024 to:**

**Senior Director
Human Resource Management and Administration
Court Administration Division
The Towers, 8th Floor
25 Dominica Drive
Kingston 5**

Email: lataya.willis@jamaicajudiciary.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**