

OFFICE OF THE CABINET

Career Opportunity

The Office of the Cabinet is inviting applications from suitably qualified persons to fill the position of **Records Manager (PIDG/AR 4), (Vacant) in the Corporate Affairs Division, Office of the Cabinet**; Salary range is \$2,803,771.00 - \$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.

The duties and responsibilities include, but are not limited to the following:

- 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 & 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 submit reports of activities and meetings;
- Assists with various records and ad hoc projects and participates in the execution of special assignments as requested.

- Provide secretarial support to the Ministry's RIM Committee.

SUPERVISORY RESPONSIBILITIES

- Assist with the orientation and training of temporary staff members and interns, providing guidance, assistance and support as needed.

REQUIRED 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 to 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 Thursday, 8th 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 and that previous applicants should not re-apply.