



MINISTRY OF ECONOMIC GROWTH AND JOB CREATION

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the **vacant post of Records & Information Administrator (PIDG/RIM 5)** in the **Documentation/Information & Access Services Branch – Corporate Services Division, Ministry of Economic Growth and Job Creation**, salary range \$3,501,526 - \$4,709,163 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general direction of the Director, Documentation/Information & Access Services, the incumbent is responsible for the accurate, secure and efficient management of information received and generated by the Ministry. The role also involves developing and maintaining effective systems to support the movement, maintenance and disposition of records.

Key Responsibilities

Management/Administrative Responsibilities

- Contributes to the development of strategic plans/programmes/objectives/projects for the Branch (Strategic, operational, monthly plans, projects performance reports and any other related documentation).
- Participates in meetings, seminars, conferences and workshops as required.
- Assesses and evaluates records management systems to develop new methods or enhance existing practices for the efficient handling, protection, and disposal of official records and information.
- Contributes to quarterly and annual reports presented to the Records Management Committee, including operational statistics, current compliance rate, identified issues/risks and proposals for managing those risks.
- Develops individual work plan in keeping with the Branch's operational plan.
- Supervises the operations of the Ministry's Records Centre and outstations.

Technical/ Professional Responsibilities

- Classifies and indexes records.
- Assists in researching information as requested to facilitate access.
- Collaborates with staff to gather suggestions for improvements and identify records management issues.
- Develops, implements and administers specific plans to ensure compliance with the Ministry's records management policies and standards.
- Designs and delivers records management training and awareness programme.
- Assists in designing and directing a Vital Records Management Programme.
- Collaborates with the Director to develop and maintain policies, plans, standards and procedures for managing all types of applicable records, documents, and data in accordance with established Records Management Standards.
- Develops a Records Disaster Preparedness and Recovery Plan.
- Maintains and updates the Ministry's Retention and Disposition schedule, ensuring it is current.
- Evaluates findings and recommends changes or modifications to procedures, utilizing knowledge of operational functions, referencing systems and filing methods.
- Analyses records to determine their administrative usage, fiscal or historical value, and develops and implements appropriate procedures.
- Ensures appropriate systems and procedures are in place for an efficient records management programme.

- Develops and maintains a records management retention schedule for the Ministry.
- Reconciles and corrects indexing errors and anomalies, advises end users and records staff on procedural and content issues and ensures the security and preservation of records in storage.
- Coordinates a variety of special projects and tasks related to records management and archiving activities.
- Develops databases and electronic systems to support all records management functions, liaising with the ICT Branch for the design and control of such system.
- Establishes methods for retaining, protecting, and identifying records, ensuring compliance with established records standards.
- Develops a system to ensure records/information are easily accessible when needed.
- Designs and implements appropriate systems and procedures to enhance the delivery of documented information within the ministry.

Human Resource Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals, and initiates corrective actions when necessary.
- Participates in the recruitment of staff and recommends transfers, promotions, terminations, and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to officers through effective planning, delegation, communication, training, mentoring, and coaching.
- Facilitates the welfare and development of Staff in the Branch.
- Establishes and maintains a system fostering a culture of teamwork, employee empowerment, and commitment.
- Contributes to the development and implementation of a succession planning framework in collaboration with the HRM&D Branch.

Required Knowledge, Skills and Competencies

Core

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Capable of prioritising
- Strong Analytical skills
- Leadership skills
- Organizational skills
- Problem solving skills

Technical

- Excellent knowledge of Records Management practices in the Public Sector.
- Sound knowledge of computer operating systems, the Internet and database technology (design, software and structure).
- Excellent knowledge of the relevant legislations - Access to Information Act, Archival Act, FAA Act, Legal Deposit, Intellectual Property Right etc.
- High level of technical expertise in relation to the components of an effective records management programme and information literacy skills.

Minimum Required Education and Experience

- Bachelors' Degree in Library and Information Studies, from a recognized university; or a related degree. Training in Records Management is essential.
- Minimum of four (4) years' experience working as a Records/Information Manager, Librarian or in a related field, two (2) years of which should be in a supervisory capacity.
- Trained and experienced in the use of computer applications systems (Database Management, MS Word, PowerPoint, Microsoft Publisher etc.).
- Sound Knowledge in the management of electronic resources and records keeping systems.

Applications accompanied by résumés should be submitted **no later than January 27, 2025 to:**

**Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Job Creation
7th Floor, The Towers
25 Dominica Drive
Kingston 5**

Email: human.resources@megjc.gov.jm

Please note that only shortlisted applicants will be contacted.