



CAREER OPPORTUNITY

The National Works Agency, an Executive Agency of the Government of Jamaica is seeking suitably qualified individuals for the under-mentioned position.

SENIOR RECORDS OFFICER (LEVEL 5)

QUALIFICATION AND EXPERIENCE:-

- First Degree in Library and Information Studies or Management of Information Systems
- Diploma or at least certificate in Records Management
- Minimum 5 years related work experience, 2 years of which should be in a supervisory position
- Must have experience in the following:- Records Retention Systems; Electronic Records Management; Mail Management Systems

SKILL REQUIREMENTS: -

- Knowledge of computer information systems and proficiency in the use of Microsoft office Suite of Applications
- Knowledge of electronic records and record keeping systems
- Knowledge of modern records management methodologies, techniques and practices
- Knowledge of Jamaica Archives & Records Department records disposition policies and procedures
- Knowledge of Access to Information Legislation

REPORTING RELATIONSHIP

Reports to: Manager Information Resource

PRINCIPAL FUNCTIONS:-

- Mail processed and dispatched in accordance with the mail management policy and procedures.
- Information or file request responded to in a timely manner
- Records organized, classified and maintained in accordance with the Records Management Policy and Procedures.
- Effective monitoring of records custodians maintenance of business records .
- Disposal of records in accordance with the Records Disposition Policy.
- Adhere to legal requirements which affect business records
- Effectively implement Records Services budget and cost control.
- Maintain manual and or electronic mail management system.

Applications should be submitted no later than

**Tuesday April 11, 2023 to:
Human Resource Manager
National Works Agency
140 Maxfield Avenue,
Kingston 10**

or

**Application can be sent via email to:
Recruitment@nwa.gov.jm
The Agency thanks all applicants.**

Only individuals short-listed will be contacted.

"Developing Safe, Reliable & Quality Roads"