



CAREER OPPORTUNITY

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

RECORDS OFFICER (LEVEL 3)

QUALIFICATION AND EXPERIENCE:-

- Certificate in Records Management or at least four (4) CXC subjects or equivalent qualification including English Language.
- Knowledge of computer applications including Microsoft Access.
- One year experience working in a related field.

SKILL REQUIREMENTS: -

- Knowledge of storage/retrieval of documented information.
- Knowledgeable of indexing and classification systems.
- Good oral and written communication skills.
- Good organization and filing skills
- Innovation creativity and problem-solving.

REPORTING RELATIONSHIP

Reports to: Senior Records Officer

PRINCIPAL FUNCTIONS:-

- Process and dispatch all incoming and outgoing mail.
- Create new files and maintain indices.
- Monitor and report on the administration of business files throughout their life cycle..
- Input data and maintain file tracking system.
- Identify and retrieve records scheduled for destruction in compliance with records retention and disposition policy.
- Assist in the review of files identified for transfer to the Records Centre.
- Document items of value including checks in Value Book.

SALARY : \$1,984,305.00 per annum.

**Applications should be submitted no later than
Tuesday December 5, 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.**