



CAREER OPPORTUNITY

SENIOR RECORDS OFFICER – Level 5

QUALIFICATION AND EXPERIENCE:

- First Degree in Library & 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

PRINCIPAL DUTIES/RESPONSIBILITIES /SKILLS/COMPETENCE:

The incumbent is expected to discharge their responsibilities through the attainment of key outputs which include but not limited to the following:

- Knowledge of electronic records and records 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
- Proficient in the use of Microsoft Office Suite of applications
- Mail processed and dispatched in accordance with the mail management policy and procedures
- 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
- Implement long range forecasts for the Records Management Programme
- Adhere to legal requirements which affect business records
- Effectively implement Records Services budget and cost control
- Maintain manual and/or electronic records management system

Submit application in writing no later than
Wednesday, June 29, 2022 to:
Manager, Personnel and Industrial Relations,
National Works Agency,
140 Maxfield Avenue, Kingston 10 or
email: recruitment@nwa.gov.jm

The Agency thanks all applicants in advance.
Only individuals short-listed will be contacted.