



Ministry of
Education & Youth

ICO 24-57

CAREER OPPORTUNITIES

DOCUMENTATION, INFORMATION AND ACCESS SERVICES BRANCH

JOB TITLE

MANAGER, TEACHERS' REGISTRY (GMC/SEG 2)- (VACANT)

JOB PURPOSE

Under the guidance of the Director, of Documentation, Information and Access Services, the Manager of the Teacher's Registry(s) is responsible for managing the manual and electronic records as well as the mail for MOEY in accordance with the GOJ RIM Policy and Manual. The incumbent will be required to execute all RIM responsibilities with confidentiality, transparency, integrity and accuracy while working closely with JARD to implement various standards and procedures.

REQUIRED EDUCATION AND EXPERIENCE

- First Degree in Library and Information Studies, Records and Information Management, Business Administration or Management Studies.
 - Certificate in Supervisory Management would be an asset
 - Certificate in Document Management would be an asset
 - Three years of experience
- OR
- Associate Degree in Records Management, Business Administration
 - Diploma in Records Management
 - Certificate in Records Management would be an asset
 - Certificate in Supervisory Management would be an asset
 - Certificate in Document Management would be an asset
 - Five (5) years' experience as a Records and Information Manager or related professional field.

REMUNERATION PACKAGE:

Pay Band 8 - \$4,266,270.00- \$5,737,658.00
per annum





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Interested persons are invited to submit applications and résumés addressed to the following no later than Friday, August 23, 2024:

Director – Human Resource Management
Ministry of Education & Youth
2 National Heroes Circle,
Kingston 4

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.

[Click here to apply.](#)

The job description is attached.



**MINISTRY OF EDUCATION & YOUTH
CENTRAL MINISTRY
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Manager, Teacher's Registry
JOB GRADE:	GMG/SEG 2
POST NUMBER:	
DIVISION:	Corporate Services
BRANCH:	Documentation, Information & Access Services
REPORTS TO:	Director, Documentation, Information and Access Services
MANAGES:	Records Officer (PIDG/RIM 3) x 6

Job Purpose:

Under the guidance of the Director, of Documentation, Information and Access Services, the manager of the DIAS Registry(s) is responsible for managing the manual and electronic records as well as the mail for MOEY in accordance with the GOJ RIM Policy and Manual. The incumbent will be required to execute all RIM responsibilities with confidentiality, transparency, integrity and accuracy while working closely with JARD to implement various standards and procedures.

Key Outputs:

- Annual Operational, Work Plans and budget prepared
- Mail Systems organized and managed
- File management systems and programmes maintained and managed
- Record classification system and procedures are adhered to
- File security and equipment maintained and managed
- Records transfer system updated and managed
- Annual File audit conducted and evaluated
- Registries reports for RIM matters prepared
- Training on RIM and standards as well as work ethics to staff provided
- Staff Performance Management Appraisals conducted
- Punctuality and leave data monitored and managed

Key Responsibility Areas:

Technical/Professional Responsibility:

- Manages the DIASM System ensuring efficiency to facilitate file circulation, dissemination, transfers, returns and queries;
- Manages file creation, maintenance, indexes and databases; ensuring all necessary updates and addressing all matters of concern;
- Coordinates and manages the safety and security of files and mail in the registries and ensures authorized access in accordance with MOEY policy and procedures;
- Develops and implement measures to securely store files and mail in the event of natural disaster and in accordance with GOJ RIM Policy and MOEY Policies and Regulations;
- Ensures file recording registers are maintained and constantly updated;
- Manages and maintains an efficient Mail Management System;
- Maintains and updates the Value Books, in accordance with all relevant procedures;
- Manages all post and telecommunications matters;
- Keeps abreast of best practices and new developments in RIM;
- Provides technical support with the development, implementation and review of the Records Retention and Disposition Policy and conducts records disposition in keeping with GOJ RIM guidelines;
- Manages the transfer and storage of records for JARD and the Ministry's Records Storage Unit;
- Ensures compliance with legal requirements regarding dissemination, access, storage and circulation of files and documents;
- Provides training and technical advice on RIM to MOEY Staff;
- Provide exceptional RIM services to external and internal customers;
- Provides technical support to the Director in areas of RIM as required.

Managerial Responsibilities:

- Draft Operational and Work Plans for DIAS registries with supporting budgets ensuring that all the activities to be undertaken and required resources are taken into consideration;
- Conducts annual file audits to ensure that files are handled according to required guidelines;
- Ensures that RIM procedures are adhered to by all registry staff and customers;
- Provides leadership, support and guidance to the staff to ensure DIAS is effectively managed;
- Establishes and enforces standards and rules of professional conduct for DIAS staff in order to maintain the highest degree of confidence in the service offered;
- Contributes to the efficiency and effectiveness of DIAS by offering suggestions and directing or participating as an active member of the team;
- Maintains the Work Schedule of the staff to ensure adequate coverage and productivity at all times;
- Determines priority tasks and ensures that all deadlines are met;
- Conducts and participates in meetings, seminars, conferences and workshops as required;

HR Responsibilities:

- Promotes the building of institutional knowledge for the DIAS Branch by ensuring that established systems and procedures are documented and disseminated;
- Participates in the recruitment and selection of staff and recommends movement when appropriate;
- Recommends vacation leave and approves sick and departmental leave for staff in the DIAS Branch and participates in the administration of staff benefits in keeping with established human resource policies;
- Recommends disciplinary action in keeping with established human resource policies;
- Conducts monthly and other ad hoc staff meetings as required;
- Ensures staff adheres to the policies and procedures of the Ministry and the Division;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties effectively and efficiently;
- Fosters teamwork, a harmonious working environment and promote collaborative working relations;
- Performs all other required duties and functions as may be required from time to time

Performance Standards:

- Requests for correspondence/files are satisfied in a timely manner;
- Operating procedures, work ethics, principles and standards approved by the MOEY are adhered to by staff;
- A comprehensive Mail Management System managed;
- Files are accurately filed and managed with excellency;
- All records for DIAS and its activities are accurate and up-to-date;
- Staff effectively supervised and performance appraisals conducted timely and accurately;
- Accurate reports are prepared in the stipulated format and submitted by the due date.

Internal and External Contacts (specific purpose and significant contacts):

Within the Division

Contact (Title)	Purpose of Communication
Heads of Divisions/Units	Providing files/information/guidance
Human Resource Section	Collaboration, providing files, providing guidance
Internal Auditors	Providing information/ files/ guidance

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Govt Records & Info Managers	Collaboration, consultation, advice
External Auditors	Provide information

Required Competencies:

Core:

- Demonstrate creativity and initiative

- Attention to detail
- Exercise good interpersonal skills
- Exercise excellent oral and written communication skills
- Ability to manage time well
- Ability to relate to and motivate others
- High level of integrity and confidentiality
- Strong analytic and problem-solving skills
- Strong customer relations skills
- Ability to work with little or no supervision

Technical

Knowledge of:

- Sound knowledge of the GOJ Records and Information Management Policy and Manual
- Sound knowledge of the Access to Information Act
- Knowledge of office management and administrative procedures and practices
- Knowledge of research methods and techniques
- Codes, regulations, policies and procedures regarding the recordation and storage of legal documents.
- Management and supervisory principles and practices
- Electronic and manual Information storage media
- Knowledge of the Ministry of Education's operation and functions
- Proficiency in the use of computer systems and Microsoft Office Applications

Minimum Required Education and Experience:

- First Degree in Library and Information Studies, Records and Information Management, Business Administration or Management Studies.
- Certificate in Supervisory Management would be an asset
- Certificate in Document Management would be an asset
- Three years of experience

OR

- Associate Degree in Records Management, Business Administration
- Diploma in Records Management
- Certificate in Records Management would be an asset
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- Certificate in Document Management would be an asset
- Five (5) years' experience as a Records and Information Manager or related professional field.

Authority To:

- Access confidential records/files/documents
- Recommend sick and department leave
- Recommend vacation leave
- Recommend disciplinary action
- Assign duties

Special Conditions Associated with the Job:

- Normal working conditions; however, exposure to:
 - Dust
 - Sometimes operating in small workspaces
 - Mounting ladders
 - Lifting boxes
 - Sometimes working beyond normal work hours
 - Continual shelf search