



Ministry of
Education & Youth

ICO 26-26

CAREER OPPORTUNITY

JOB TITLE :

SENIOR RECORDS MANAGEMENT ANALYST (PIDG/AR 5) - VACANT JAMAICA ARCHIVES & RECORDS DEPARTMENT INFORMATION DIVISION

Under the general direction of the Senior Archivist, the incumbent is responsible for overseeing Records Management Analysts, to include planning, organizing, directing, and supervising their work to ensure effective/efficient task completion. In addition, this position also guides records management policies and procedures in government organizations.

REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Records/Information Management, Social Sciences or related discipline from an accredited tertiary institution;
- A minimum of three (3) years' experience in a records/archives management environment;
- Training in Records Management/Archive Administration;
- Training in Supervisory Management.

REMUNERATION PACKAGE:

Salary Scale: \$4,266,270.00 to \$5,737,658.00 per annum
(PIDG/AR 5) Salary Scale, Band 8.





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FOR FURTHER INFORMATION, PLEASE CONTACT THE DIRECTOR, HUMAN RESOURCE MANAGEMENT AT EXT. 5983. INTERESTED PERSONS ARE INVITED TO SUBMIT APPLICATIONS WITH RÉSUMÉS NO LATER THAN FRIDAY, FEBRUARY 27, 2026 TO THE ADDRESS PRESENTED BELOW.

DIRECTOR - HUMAN RESOURCE MANAGEMENT
MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
2 -4 NATIONAL HEROES CIRCLE,
KINGSTON 4

WE THANK ALL APPLICANTS FOR EXPRESSING AN INTEREST; HOWEVER, ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

[CLICK HERE TO APPLY](#)

HUMAN RESOURCES
MANAGEMENT

CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Minister of Education, Skills, Youth & Information

JOB TITLE	Senior Records Management Analyst
JOB GRADE	PIDG/AR 5
POST NUMBER:	
DIVISION/BRANCH:	Information Division
SECTION/UNIT	Jamaica Archives and Records Department, Government Records Centre
REPORTS TO:	Senior Archivist (PIDG/AR 6)
MANAGES	Four (4) Records Management Analysts (PIDG/AR 4)

JOB PURPOSE

Under the general direction of the Senior Archivist, the incumbent is responsible for overseeing Records Management Analysts, to include planning, organizing, directing, and supervising their work to ensure effective/efficient task completion. In addition, this position also guides records management policies and procedures in government organizations.

KEY OUTPUTS (Results, Deliverables)

- Retention/Disposal schedules prepared;
- Technical support/guidance provided;
- Training needs assessment conducted; training programmes designed and executed;
- Records appraised;
- Staff sensitized to policies of the Ministry/Department;
- Manuals, handbooks and guidelines for records management developed.

KEY RESPONSIBILITIES (Activities, Tasks)

ADMINISTRATIVE RESPONSIBILITIES

- Prepares and monitors the implementation of work schedules for staff in the Government Records Centre;
- Assist with the preparation of the Strategic and operational plans and budget for the Government Records Centre;
- Ensures the implementation of operational systems, procedures and policy decisions in the enforcement of the Archives Act, its Regulations and other relevant Government guidelines;
- Prepares and submits activity and other reports as requested;
- Represents the Ministry/Department at Government Records and Information Management meetings and other functions as directed;
- Assists government organizations in administering the Access to Information Legislation;
- Superintends the preparation of disposal schedules for submission to the Senior Archivist for approval, by the Government archivist, and the Archives Advisory Committee.

TECHNICAL/PROFESSIONAL

- Visits Information Service Centres (Registries) in various government organizations to inspect, appraise, evaluate and report on the effectiveness of the retention and disposal programme;
- Participates in the development and preparation of handbooks, manuals and guidelines relating to records scheduling and filing operations;
- Provides advice/support in the area of Records and Information Management to all levels of records management staff in various government institutions;
- Provides technical guidance and assistance to government organizations in effecting the systematic transfer of their records to the Government Records Centre;
- Conducts needs assessment and assists with the design, implementation and delivery of training programmes in areas relating to Records and Information Management for various government organizations;
- Keeps abreast of trends and changes in Records Management and recommends/implements their use where necessary to enhance the productivity of the Department;
- Assists in appraising records of various government organizations according to their values;
- Assesses and determines incoming and existing records in the custody of the Government Records Centre and recommends appropriate method(s) of retention and disposition;
- Responds to enquiries directed to the Government Records Centre.

SUPERVISORY RESPONSIBILITIES

- Manages the welfare and development of the Records Management Analysts through the development of work plans, preparation of performance appraisals and recommendations for learning and development programmes;
- Develops and reviews responsibilities and specifications for Records Management Analysts;
- Provides guidance and support to the Records Management Analysts through coaching, mentoring and training, as needed;
- Provides guidance on the methods and techniques relevant to duties and responsibilities of staff;
- Recommends sick and departmental leave for staff in keeping with established human resource policies;
- Sensitize staff to the policies of the Ministry and Department and ensures adherence.

OTHER RESPONSIBILITIES

- Designs and delivers technical training to staff and other personnel as required;
- Provides technical assistance to other government departments/agencies in the preservation of their records and the recovery and restoration of paper records after a disaster;
- Assists in organizing workshops/public education and outreach programmes to promote the awareness of Records Information Management;
- Performs other related duties that may from time to time be assigned.

PERFORMANCE STANDARDS (How Success Will Be Measured)

- Reports, Corporate Plans and Budgets are prepared within established timeframe and are accurate;
- Disposition Schedules prepared and submitted in an accurate and timely matter to the Senior Archivist;
- Periodic staff evaluations done and appropriate recommendations made as necessary;
- Handbooks, manuals and guidelines on various aspects of Records management designed, developed and implemented;
- Active participation in Committees, Associations and other memberships maintained to enhance networking and to keep abreast of prevailing guidelines and policies relating to Records Management;

- Active participation in Meetings, Committee and other forums on records management and proper documentation of proceedings prepared and submitted to Senior Archivist within stipulated timeframe;
- Public education and training programmes are effective and satisfies the Ministry's objectives;
- Training needs assessments done, courses planned, prepared and conducted as required and government organizations sensitized in Records management;
- Information relevant to staff is communicated in a timely and effective manner;
- Operates in a fair and impartial manner, sets high standards and establishes clear and focus direction for subordinates;
- Good coordination and effective working relations exist with other Divisions/Units; and external associates;
- Work schedules are prepared and reviewed periodically to maximize the skills and abilities of staff, to reduce/eliminate delays in serving customers;
- Quality customer service is provided in accordance with the Citizens Charter and other generally acceptable customer service standards;
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.

INTERNAL AND EXTERNAL CONTACTS

Internal

Contact (Title)	Purpose of Communication
Government Archivist	Obtain/Share information; Provide feedback and support.
Senior Archivist	Receive guidance, directives and work assignments Provide feedback and support;
Records Management Analyst	Provide directives, guidance and work assignment Receive support and feedback;
Members of staff	Obtain/Share information

External

Contact	Purpose of Communication
Ministries, Departments and Agencies	Obtain/Share information on matters relating to records management
Access to Information (ATI) Unit	Obtain/Share information on matters relating to Access to Information

MINIMUM REQUIRED COMPETENCIES

- Integrity/Confidentiality;
- Excellent time management skills;
- Good oral and written communication skills;
- Excellent interpersonal and customer service skills;
- Excellent research and analytical skills;
- Good judgement, decision making and problem-solving skills;
- Displays emotional resilience and the ability to withstand work pressure on an on-going basis;
- Proficient in use of computer applications such as Microsoft Office Suite (Word, Excel, PowerPoint).

REQUIRED KNOWLEDGE

- Knowledge of Government operations, policies and procedures;
- Knowledge of Records Management practices, developing trends and procedures systems;
- Knowledge of the GoJ Records and Information Management Policy and Programme;
- Knowledge of records classification and retention schedule and disposition;
- Understanding of the Archives Act, ATI Act, ISO 15489 and generally accepted records management standards.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's degree in Records/Information Management, Social Sciences or related discipline from an accredited tertiary institution;
- A minimum of three (3) years' experience in a records/archives management environment;
- Training in Records Management/Archive Administration;
- Training in Supervisory Management.

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal work hours, whenever the need arises;
- On occasions may be required to work in storage area(s) with dusty files/boxes.

AUTHORITY:

- To access confidential files;
- To appraise records and recommend retention/disposition schedules;
- Issues directives/instructions;
- Make decisions and implement them effectively;
- Enforce rules and exact compliance.

WORKING CONDITIONS

- Normal office conditions

Date of Issue/Update	Job Holder's Signature	Job Holder's Supervisor Signature
March 2009 Updated September 4, 2023		

Management