



JAMAICA INTELLECTUAL PROPERTY OFFICE
(An Agency of the Ministry of Industry, Investment and Commerce)

CAREER OPPORTUNITY

RECORDS OFFICER (LEVEL 4) (NOT VACANT)

BASIC SALARY: \$1,060,862 to \$1,326,077 per annum

Any other allowance applicable to the post

JOB PURPOSE:

To provide administrative support to the Human Resource Department by managing the retrieval and storage of human resource documents and processing human resource transactions.

KEY RESPONSIBILITY AREAS

Administrative Responsibilities

- Monitors compliance with Records Management policies and standards.
- Assists in the preparation of departmental status reports.
- Prepares a monthly attendance report, ensures the validity of the monthly attendance report.
- Drafts late letters for staff who are late more than five times for the month for the signature of the Director.
- Files correspondences on the personal files
- Participates in the development of the unit's plans and budgets.
- Writes monthly and quarterly reports on work activities.
- Recommends and on approval, implements policy changes.
- Participates in the evaluation of equipment and supplies for the Registry.
- Plans, coordinates and conducts training sessions throughout the organization.

Technical Responsibilities

- Develops and implements policies for electronic records.
- Stores, arranges, indexes and classifies records.
- Facilitates the development and maintenance of filing systems to meet administrative and legal requirements.
- Devises and ensures the implementation of retention and disposal schedules.

- Oversees the management of electronic and/or paper -based information.
- Sets up, maintains, reviews and documents records systems.
- Identifies the most appropriate records management resources.
- Advises on and implements new records management policies and classification systems.
- Provides a policy framework to guide staff in the management of their records and use of the employer's records systems.
- Ensures compliance with relevant legislation and regulations.
- Standardizes information sources throughout the organization.
- Manages the change over from paper to electronic records management systems.
- Resolves problems with information management by effective use of software and other information management resources.
- Enables appropriate responses to Access to Information requests.
- Responds to internal and/or external information inquiries.
- Conducts training programmes/sessions on Records Management, Information Management and related topics.
- Provides advice on Records Management Issues.
- Sources requested documents by researching the files, requesting their provision from the staff member and by any other means as directed.
- Assists with the preparation of advertisement
- Contacts interviewees and panellists
- Assists with the collection of the interim and final appraisals.
- Orders wreath and gift items for staff members
- Ensures all ISO 9001:2015 related duties are completed and participation in all activities as required
- Updates the Human Resource Management Information System.
- Creates new files and establishes appropriate methods for the storage of old files.
- Assists in filing correspondence

Other Responsibilities

- Assist the Cashier with Customer related transactions (collection of payment for registration fees) as necessary (during lunchtime and leave).
- Performs other related duties that may be assigned.

Required Competencies

Core Competencies

- Oral Communication
- Written Communication
- Customer and Quality Focused
- Teamwork and Cooperation

Technical Competencies

- Experience/training in records management

- Competence in the use/application of Microsoft Office software
- Knowledge of the Staff Orders and other relevant regulations
- Competence in the application of a Human Resource Management Information System
- Knowledge of Human Resource Policies & Procedures
- Excellent knowledge of Records Management.
- Sound knowledge of relevant legislation (e.g. ATI, Archives and Copyright Acts)
- Good knowledge of computer applications e.g. Microsoft Office Suite and other relevant software.

Minimum Required Education and Experience

- Two CAPE subjects
- Four (4) CXC or GCE ‘O’ Level subjects including English Language, Information Technology and Mathematics; **PLUS**
- Three (3) years in Human Resource Management or similar capacity.
- Certificate in Records Management/Human Resource Management from a recognized agency would be an asset

Applications accompanied by resume should be submitted **no later than SUNDAY, JULY 24, 2022** to:

**Director,
Human Resource Management and Administration
Jamaica Intellectual Property Office
18 Trafalgar Road
Kingston 10**

**Email: hrma@jipo.gov.jm
Website: <https://www.jipo.gov.jm/>**

Please note that we thank all for responding, but only short-listed applicants will be contacted.