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

RECORDS OFFICER (LEVEL 4)

($971,485 p.a.- $1,214,356 p.a.)

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 OUTPUT

- Policies for electronic records developed
- Monthly reports prepared
- Attendance reports prepared
- Filing systems developed
- Work plan prepared
- Leave roster prepared
- Correspondences drafted and filed
- Relevant research conducted
- Record management resources identified
- Document arranged, stored, indexed and classified
- Changes to Records and Information Management policies suggested
- Disposal schedules created
- Databases updated and maintained

KEY RESPONSIBILITY AREAS

Technical/Professional 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.
- Updates the Human Resource Management Information System.
- Creates new files and establishes appropriate methods for the storage of old files.
- Assists in filing correspondence
MINIMUM REQUIRED EDUCATION AND EXPERIENCES

- Two CAPE subjects
- Four (4) CXC or GCE ‘O’ Level subjects including English Language, Information Technology and Mathematics
- Certificate in Records Management from a recognized agency would be an asset

PLUS
- Three (3) years in Registry supervision or similar capacity.

SPECIAL CONDITIONS ASSOCIATED WITH JOB

- May be exposed to dust from archived files.

Applications accompanied by resume should be submitted **no later than Friday, September 6, 2019** to:

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

**Email:** hrma@jipo.gov.jm
**Fax:** 927-6744

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