



MINISTRY OF INDUSTRY, INVESTMENT AND COMMERCE CAREER OPPORTUNITY

The Ministry of Industry, Investment and Commerce invites applications from suitably qualified officers to fill the post of **Registrar (PIDG/RIM 4) – Not Vacant** in the **Documentation, Information and Access Services Branch of the Ministry of Industry, Investment and Commerce**.

Salary range \$1,254,116 - \$1,490,750 per annum and any allowance(s) attached to the post.

Job Purpose

To effectively coordinate mail and records and information management programmes through the Registry to support the ministry's information and communication objectives in accordance with established procedures and regulations and, to provide guidance for the Ministry's records management programme in its divisions and units.

Key Responsibilities

Management/Administrative:

- Develops in conjunction with the Director, plans and programmes for effective records management.
- Participates in the development of a Records Management Procedural Manual.
- Participates in the development of a Mail Management Procedural Manual.
- Develops a set of objectives and standards to guide the operations of the registry.
- Participates in periodic reviews of the records and mail management operations of the ministry.
- Develops work schedules and plans for registry staff.
- Delegates and oversees the functions of reports.
- Convenes and participates in meetings relevant to the role and function of the registry.

Technical/Professional:

- Analyses incoming documents and ensures classification in accordance with established classification standards and systems.
- Establishes a system for the creation and amendment of files.
- Ensures proper maintenance of registry files and secure custody of confidential and legal documents.
- Ensures establishment of a proper system for managing and monitoring access and loan of files. Ensures maintenance of the computerized tracking systems for files and correspondence.
- Ensures timely repair of deteriorating indexes and files.
- Ensures purging of outdated and obsolete files.
- Develops in conjunction with appropriate personnel, a Disaster Preparedness Plan for the registry and ensures the appropriate sensitization of registry staff.
- Ensures proper storage facilities for all registry files and documents.
- Ensures the adequacy of mail and registry equipment and supplies and encourages conservation in the use of materials and supplies.
- Collaborates with the Transport Manager to ensure an efficient system of mail collection and delivery.
- Ensures proper maintenance of the Value Bok used to account ministry values received through the mail. Certifies values received and accounted.
- Promotes a client-friendly registry atmosphere and ensures the proper facilitation of the information needs of ministry personnel and clients.

Human Resource:

- Participates in the recruitment and induction of registry staff.
- Develops with the Director employee performance targets and motivates staff to optimum performance levels.
- Promotes the welfare and development of staff through preparation of performance appraisals, recommendations for appointment, promotion and training and leave.
- Initiates disciplinary proceedings where appropriate.

Other:

- Other functions as prescribed.

Required Knowledge, Skills and Competencies

Core Competencies

- Good organizational skills
- Oral communication skills
- Leadership
- Excellent interpersonal skills
- Written Communication

Functional/Technical Competencies

- Sound background in Records Management Systems.
- Knowledge of the Access to Information Act.
- Experience in Mail Management.
- Working knowledge of standard computer applications.
- Knowledge in the use of Information Management System
- Knowledge of established classification procedures and file retention rules.

Minimum Required Qualification and Experience

- Diploma/Certificate in Library Studies or Records Management
- Training in Supervisory Management
- Three (3) years related working experience

**Applications accompanied by resume should be submitted no later than
September 23, 2022 to:**

**Director
Human Resource Management and Development
Ministry of Industry, Investment & Commerce
4 St. Lucia Avenue
Kingston 5**

Email: hrm@miic.gov.jm

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