



OFFICE OF UTILITIES REGULATION

Regulating Utilities for the Benefit of All

CAREER OPPORTUNITY

The Office of Utilities Regulation (OUR) invites applications from suitably qualified individuals to fill the following position:

SENIOR RECORDS AND INFORMATION MANAGEMENT OFFICER

The successful candidate will supervise the day to day operational activities of the Records and Information Management (RIM) Unit and will report directly to the Manager, Records and Information Management.

CORE FUNCTIONS:

- Oversee the maintenance of active, semi-active and inactive records;
- Oversee the effective management of incoming and outgoing documents and records;
- Conduct periodic records and information management assessments and inventories;
- Assist with document and records control, based on international standards;
- Assist with the maintenance of the Business Classification Scheme and Records Retention and Disposition Authority;
- Help to enhance and maintain the OUR's records and information management programme, throughout the records life cycle;
- Assist with the maintenance of an electronic document and records management system;
- Assist with the upkeep of an institutional archive to preserve the organization's Corporate Memory; and
- Provide effective professional supervision to staff as assigned.

REQUIRED QUALIFICATIONS, EXPERIENCE &

CRITICAL COMPETENCIES:

- ◆ B.A. in Library and Information Studies, B.Sc. in Business Administration or Management Information Systems from a recognized tertiary institution;
- ◆ Certificate in Records and Information Management from a recognized tertiary institution;
- ◆ Certificate in Supervisory Management from a recognized tertiary institution;
- ◆ Minimum of five (5) years' working experience in a similar position;
- ◆ Full knowledge of the Generally Accepted Recordkeeping Principles and International Standards that relate to RIM;
- ◆ Outstanding competencies in strategic planning, critical thinking, oral and written communication;
- ◆ Outstanding knowledge and understanding of the Government of Jamaica's Records and Information Management System;
- ◆ Outstanding interpersonal and team-building skills; and
- ◆ Computer literacy, specifically in the use of Microsoft Office Suite and an Electronic Document & Records Management System.

Applications should be submitted no later than Friday, 2019 August 9 to:

**Director, Administration and Human Resource
Office of Utilities Regulation
3rd Floor, PCJ Resource Centre
36 Trafalgar Road, Kingston 10, Jamaica.
Email: employment@our.org.jm**

***Issued by the Office of Utilities Regulation on 2019 July 28
Only shortlisted applicants will be contacted.***