



## 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:

#### MANAGER, RECORDS AND INFORMATION MANAGEMENT

The successful candidate is required to manage the records and information management (RIM) programme of the OUR.

##### CORE FUNCTIONS:

- ◆ Continually revise, implement, and monitor the RIM programme to ensure internal and external compliance with policies, procedures, guidelines, standards, and principles;
- ◆ Assist with the development and maintenance of an Information Governance (IG) Framework that incorporates information security and protection, compliance, data governance, electronic discovery, risk management, data storage and archiving, knowledge management, big data science, audit, analytics and business intelligence, and records and information management, into its business operations and management;
- ◆ Manage the electronic document and records management system (EDRMS);
- ◆ Manage the appraisal and disposition of documents and records of the OUR; and
- ◆ Provide support so as to ensure that the OUR is in full compliance with Acts and Regulations that are dependent on RIM.

##### REQUIRED QUALIFICATIONS, EXPERIENCE, &

##### CRITICAL COMPETENCIES:

- ◆ A First Degree in Records and Information Management, Management Information Systems, Library Studies or another related information management discipline, from a recognized tertiary institution;
- ◆ Professional Certificate in RIM;
- ◆ Minimum of eight (8) years' experience in a similar position;
- ◆ Demonstrated knowledge and experience in paper-based, electronic, digital, and audiovisual records and information management;
- ◆ Knowledge of IG and The Principles®;
- ◆ Knowledge of international standards that relate to RIM;
- ◆ Working knowledge of GoJ-related Acts and Regulations that are relevant to, or dependent on effective RIM;
- ◆ Working knowledge of disaster mitigation, preparedness, and response; with consideration for vital records;
- ◆ High degree of social and professional responsibility;
- ◆ Effective strategic thinking, time management, problem solving, and decision making skills;
- ◆ Proficiency with computer applications, including Microsoft Office Suite and EDRMS;
- ◆ Ability to communicate clearly and concisely;
- ◆ Ability to work independently and manage multiple tasks with competing deadlines; and
- ◆ Excellent interpersonal and intrapersonal skills and capacity to work effectively within a team and lead others.

Applications should be submitted no later than Friday, 2018 July 27, to:

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

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