

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Registrar

Job Summary

The Registrar is accountable to the Director of Corporate Services for the efficient and effective operation of the Registry through the processing of incoming and outgoing correspondence and files; maintaining a classification system and maintaining and securing confidential files.

The Incumbent's Operational RESPONSIBILITIES will include, *inter alia*, to:

Major Responsibilities

1. Develops, in consultation with Director of Corporate Services, Annual Job Description and Performance Targets; ensuring alignment to the Department's and Commission's Strategic Plan.
2. Develops, in consultation with Director of Corporate Services, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
3. Manages the execution of the Commission's Document Information Management System to ensure consistency, efficiency and effectiveness in keeping with best practices.
4. Manages the daily activities of the Senior Registry Officer & Registry Officers.
5. Manages internal database.
6. Ensures classification of files, documents and records
7. Maintains a file tracking system.
8. Contributes to the execution of the Commission's Document Information Management System, to include the creation and maintenance of files, review of classification and numbering system to ensure operational effectiveness and efficiency.
9. Maintains a Central Master Index to all files in the entity.
10. Processes the receipt of incoming correspondence/documents, storage and retrieval of correspondence/ documents.
11. Secures confidential files by ensuring that they are handled by authorized persons only.
12. Archives inactive files in accordance with the Commission's Document Information Management Policy.
13. Responds to requests from internal customers for documents and information in accordance with the Commission's Document Information Management policy.

14. Prepares responses to requests from external customers for documents and information in accordance with the Record Management policy and the Access to Information Act for the review and approval by Supervisor.
15. Monitors and maintains accurate record of the movement of all files in/out of the registry.
16. Develops procedures for identifying and removing inactive files from the filing area.
17. Provides advice on Records Management as requested.
18. Contributes to the relevant performances, variances, diagnoses and prognoses in the Organization's monthly Performance report; then attend the monthly Department meetings enabling collective performance management of the organization.
19. Performs such other related tasks, functions or duties as may, from time to time, be assigned by the Directors and Executive Director.

Minimum Required Qualifications and Experience

- Undergraduate Degree in Library Studies/Science or an equivalent qualification
- Records Management Certification from a recognized academic institution.
- Five (5) years' experience in a similar position

Other Desirable Qualifications & Experience that would be an asset

- Expert knowledge of records management
- Expert knowledge of office procedures and systems

Desired Skills & Competencies

- Excellent leadership and team building skills
- Excellent knowledge of record keeping techniques
- Mastery of the English Language
- Good interpersonal and customer service skills
- Comprehensive knowledge of the Archives Act and the FAA Act and Regulations
- Keen eye for details
- Good analytical & problem solving skills
- Ability to work on own initiative
- Knowledge of computer software applications

Specific Knowledge

- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.
- Documentation and Record Management Systems.
- Working knowledge of the Access to Information Act.

Working Conditions

- Typical office environment.
- Regular and scheduled hours.

EMOLUMENTS PACKAGE

Basic Salary:	\$2,527,931.00 - \$3,004,916.00 per annum
Travel Allowance	\$894,924.00 per annum

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

STATUTORY DECLARATION OF ASSETS

Please be advised, that *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

Friday, July 30, 2021 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
PIOJ Building, 1st Floor
16 Oxford Road
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.

Please be advised that the successful candidate will be subjected to background checks.