

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Senior Registry Officer

Job Summary

The Senior Registry Officer is accountable to the Registrar 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.

Major Responsibilities

1. Develops, in consultation with Registrar, Annual Job Accountability and Performance Targets; ensuring alignment to the Department's and Commission's Strategic Plan.
2. Develops, in consultation with the Registrar, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
3. Contributes to the execution of the Commission's Document Information Management System to ensure consistency, efficiency and effectiveness in keeping with best practices.
4. Supervises the daily activities of the Registry Officers.
5. Prepares schedule for the relief of the Telephone Operator/Receptionist.
6. 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.
7. Maintains a Central Master Index to all files in the entity.
8. Processes the receipt of incoming correspondence/documents, storage and retrieval of correspondence/documents.
9. Secures confidential files by ensuring that they are handled by authorized persons only.
10. Ensures that the purpose of the Registry is legibly and clearly displayed in the Registry.
11. Archives inactive files in accordance with the Commission's Document Information Management Policy.
12. Responds to requests from internal customers for documents and information in accordance with the Commission's Document Information Management policy.
13. Prepares response 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.

14. Monitors and maintains accurate record of the movement of all files in/out of the registry.
15. Develop procedures for identifying and removing inactive files from the filing area.
16. Maintains the newspaper clippings files, ensuring that articles/items are circulated to the relevant officers.
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 Registrar.

Minimum Required Qualifications and Experience

- Associate Degree in Business Administration or equivalent qualification.
- Records Management Certification from a recognized academic institution.
- Three (3) years' experience in a similar position

Other Desirable Qualifications & Experience that would be an asset

- Undergraduate Degree in Library Studies/Science or an equivalent qualification

Desired Skills & Competencies

- Reasoning Power - ability to make on-the-spot assessment of situations.
- Human Relations - interacting/servicing internal and external customers.
- Good communication skills
- Shares the Commission's values, mission and vision.
- Consistently displays integrity, modeling behavior, developing people and building teams.
- Ability to inspire confidence of others, command respect of other and to respect the dignity of others.

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.

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Basic Salary: \$1,472,132.00 - \$1,749,902.00 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, August 20, 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.