



AUDITOR GENERAL'S DEPARTMENT

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Manager, Documentation & Information Management Unit

JOB GRADE: AUGD/AGS 6

POST NO: 68918

DEPARTMENT/UNIT: Corporate Services Division

REPORTS TO: Senior Director, Human Resource & Administration

MANAGES: E-Records and Documentation Officer AUGD/AGS 4
Records and Information Officer AUGD/AGS 3
Records Clerk AUGD/AGS 2

THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:

Employee

Date

Head of Department

Date

Received in Human Resource Division

Date Created/Revised

REVISION DATE JUNE 2023

JOB SUMMARY

This position is responsible for implementing effective records management systems, policies and procedures for the AuGD, that allows for the proper recording, dissemination and retrieval of mails, documents and files.

GUIDING PRINCIPLES

Confidentiality	Integrity	Fairness	Accountability	Transparency
-----------------	-----------	----------	----------------	--------------

CENTRAL LEGISLATIVE FRAMEWORK

The Jamaican (Constitution) Order in Council (Act), 1962	The Financial Administration & Audit Act, 2011	Records Information Management Policy, 2018	
	The Financial Administration & Audit (Amendment) Regulations, 2016	Access to Information Act, 2002	The Public Procurement Act, 2002

KEY OUTPUTS AND DELIVERABLES

OUTPUTS	DELIVERABLES
Unit Plan & Budget drafted	• Operational Plan & Budget completed
Records & Mail Management Systems streamlined	• Classification Scheme is maintained • Document control systems maintained • Manual and electronic records managed • Records Management Manual updated • Records Retention Schedule updated • Systems and procedures are shared with the AuGD team • Mails processed
Reports prepared	• Records Retention Report completed • Annual & Monthly Reports are prepared
Access to Information (ATI) requests responses	• ATI requests are processed in accordance with guidelines

KEY RESPONSIBILITY AREAS

A. Management/Administration

1. Develops the Unit's Operational Plan & Budget in keeping with agreed timelines.
2. Drafts Annual Report for review.
3. Prepares and submits routine and special reports, as required.

B. Technical/Professional

1. Implements and manages a file classification system in accordance with GoJ standards.
2. Leads the development of the Unit ensuring that the team is knowledgeable on the attending processes and procedures.
3. Manages the document control systems in keeping with the ISO 9001 standards.
4. the Facilitates the development of filing systems, and maintaining these to meet administrative, legal and financial requirements.
5. Devises and ensures the implementation of retention and disposal schedules.
6. Oversees the management of electronic and/or paper-based information to ensure correct classification of subject areas for ease of retrievals.
7. Advises on the implementation of new records management policies and classification systems.
8. Outlines the policy framework to staff to guide them in the management of the day-to-day functions of the Registry.
9. Streamlines the changeover process from paper to electronic records management systems.
10. Collaborates with the AuGD team to streamline appropriate access to information for both internal and external stakeholders.
11. Advises staff in other departments on the management of the related processes and procedures in managing their records and information.
12. Establishes procedures to ensure the identification, continuous procurement and maintenance of current and relevant reference and other materials.
13. Reviews the updating of the AuGD's records with the ECM to ensure system integrity is maintained.

C. Supervisory Responsibilities

1. Supervises the work programme of the team, providing guidance as required.
2. Initiates the development of an Annual Work Plan for each team member
3. Conducts Annual Reviews for the team, recommends and monitors capacity development programmes
4. Manages welfare matters, as required

D. Other Responsibilities

- Performs other related duties as may be assigned.

PERFORMANCE STANDARDS

- Work plans and reports are prepared and submitted within agreed time frame Records are classified in accordance with prescribed standards
- Records tracking system maintained daily
- Timely execution of document control systems
- Indexes are updated on a daily basis
- Correspondences are processed within agreed timeframe
- Inventory is completed within agreed time frame
- Prompt and efficient processing of files and documents

REQUIRED COMPETENCIES

	Collaboration	Oral and verbal Communication	Customer Service
	Developing Capacity	Planning & Organizing	
Analytical	Problem-solving	Decision-making	Interpersonal

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- First Degree in a related field
- Certificate in Records Management or Diploma in Business Management
- At least three years' experience in Records Management
- Any equivalent combination of qualification and experience.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Typical office, environment.
- Occasional exposure to adverse working conditions.

AUTHORITY

- Recommends leave.
- Recommends disciplinary action.