



Government of Jamaica



## **SCJ HOLDINGS LIMITED**

*A Land Management Agency of the Government of Jamaica*

### **CAREER OPPORTUNITY**

Applications are invited from suitably qualified persons to fill the position of **Records Officer at SCJ Holdings Limited**. Salary range: \$2,358,715 – \$3,172,210 per annum.

#### **JOB SUMMARY**

Reporting to the Human Resource Manager, the Records Officer supports the efficient management of physical and electronic files within the Organization to include access, maintenance, storage, retention, and disposal. The Officer is also responsible for implementing the Government of Jamaica's Records and Information Management (RIM) Programme.

#### **KEY RESPONSIBILITIES:**

- Implements and manages the activities of GOJ's RIM Programme.
- Develops and implements a Records Management Plan for the organization.
- Develops and maintains the records management policies, procedures, manuals and guidelines.
- Ensures that information stored in the Registry is arranged methodically using best practices.
- Manages the archival process and the protection of records and information.
- Conducts records inventory/survey

#### **REQUIRED KNOWLEDGE, COMPETENCIES AND SKILLS:**

- Good oral and written Communication skills
- Good planning and organizational skills
- High levels of integrity and confidentiality
- Strong emphasis on accuracy and details
- Good knowledge of GOJ's RIM Policies and Records Management Practices
- Working knowledge of the Archives Act and Access to Information Act

#### **QUALIFICATION AND EXPERIENCE REQUIRED:**

- Undergraduate degree in Library and Information Studies or related discipline
- Training in Records and Information Management
- At least (2) years' experience in Records Management

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Interested persons must forward their Applications and Resumes no later than  
**Monday, January 15, 2024**

to:

**Director, HRM, Admin. & Community Relations**  
**SCJ Holdings Limited**  
**Lot 12, Innswood, Old Harbour Road**  
**Spanish Town P.O., St. Catherine**  
**E-mail: [jobs@scjholdings.gov.jm](mailto:jobs@scjholdings.gov.jm)**  
**Tel: 876-618-5890, 876-618-5863**