

OFFICE OF THE PRIME MINISTER

JOB DESCRIPTION

RECORDS/INFORMATION OFFICER-CABINET SECRETARIAT ***(on terms and conditions to be negotiated with the Chief Personnel Officer)***

JOB SUMMARY:

The Records/Information Officer is responsible to the Secretary to Cabinet for the management of the records of the Cabinet Secretariat, Office of the Prime Minister, in both physical and electronic environments.

DUTIES AND RESPONSIBILITIES:

- Manages the records of the Cabinet Secretariat, including maintenance of the filing system, archiving and disposal of records in accordance with Public Service Regulations.
- Develops and documents policies, systems and procedures for the most effective use of the Electronic Document Management System (EDMS) (On Base) to ensure efficient management of information with respect to storage, retrieval of and access to document/records of the Cabinet Secretariat.
- Develops and implements systems and procedures for the storage, maintenance and disposal of all official and confidential records of the Secretariat; liaises with the Government Archivist and other relevant authorities regarding disposal and archiving of records.
- Examines weekly Cabinet Minutes to extract policy decisions for inputting into the keyword/category database of the EDMS.
- Verifies the indexing of Cabinet Minutes and Notes performed by the Data Entry Clerks.
- Maintains oversight of research undertaken in response to requests by Ministries and Departments for Cabinet documents, as well as by internal clients.
- Provides administrative support and training to staff of the Secretariat in the use of the EDMS.
- Supervises the staff of the Records Section in the implementation and maintenance of existing/new systems and procedures related to all aspects of the management of the Records.
- Performs related works as may be required by the Secretary to Cabinet and the Deputy Secretary to Cabinet.

KNOWLEDGE:

- Sound knowledge of Document Management Systems.
- Sound knowledge of modern Records Management Systems.
- Considerable knowledge and experience in modern records management techniques, principle, practices and standards.

SKILLS AND ABILITIES

- Very good research skills.
- Ability to work well under pressure and in adhoc situations.
- Ability to communicate effectively orally and in writing.
- Ability to function effectively in a team environment.

NON STANDARDIZED

MINIMUM EXPERIENCE AND TRAINING:

- A Bachelor's degree in Records Management and Information Systems.
- Training and experience in Systems Administration.
- A minimum of five (5) years' experience in Records Management at a supervisory level.
- Any equivalent combination of experience and training.