



The Broadcasting Commission seeks to hire a suitably qualified person to fill the position of:

ASSISTANT REGISTRAR

JOB PURPOSE:

To manage records and documents in the Commission's information and records system.

KEY RESPONSIBILITIES:

- ❑ Processing incoming information, documents, and correspondence by numbering, cross-referencing, indexing, routing, and filing records;
- ❑ Preparing correspondence and documents for dispatch by mail/courier, and updating the delivery book;
- ❑ Arranging processes for special mail including registered and confidential mail and mail sent by courier;
- ❑ Examining documents for subject matter indexing, and associating documents containing common subject matter;
- ❑ Assist in the upkeep and maintenance of the BCJ Library;
- ❑ Participate in the implementation of programmes for the continuous improvement in records management at the Commission.

KEY SKILLS AND COMPETENCIES:

- ❑ Strong, demonstrated ability in oral and written communication skills, inclusive of face-to-face and telephone usage
- ❑ Ability to perceive and analyze problems, develop alternatives, and make or recommend sound decisions
- ❑ Working knowledge of policies related to the operation of the Public Sector

- ❑ The ability to use organizational operations and functional knowledge in referring to indices and conducting searches for relevant records
- ❑ Knowledge in the design and implementation of basic records management procedures
- ❑ Excellent customer service and human relations skills, including the ability to maintain and foster good working relationships with all levels of personnel in the organization
- ❑ Proficiency in computing and the use of the computer and other standard office machinery
- ❑ Sound knowledge of administration and support systems
- ❑ Be highly confidential, professional, mature, and capable of relating appropriately to individuals of various social backgrounds;
- ❑ Possess tact and diplomacy in order to work effectively with all levels of persons both within the Commission and externally;
- ❑ Proficiency in information and document systems and management.

QUALIFICATION AND EXPERIENCE:

- ❑ Minimum of a diploma in Records Management, or Certificate in Library Science or similar area;
- ❑ Minimum of three (3) years working experience in Records/Information Management in a registry or library.

Specialized training/knowledge in:

- ❑ records and information management systems
- ❑ procedures and practices, and automated technologies relating to records management
- ❑ database administration

Resumes and application letters should be **sent by e-mail, no later than Friday, September 22, 2023**, to hr@broadcom.org addressed to:

**Director, HR Mgmt. & Administration
Broadcasting Commission
9 Central Avenue
Kingston 10**

JOB DESCRIPTION

POSITION:	Assistant Registrar
DEPARTMENT/UNIT:	Records and Information Unit
REPORTS TO:	Registrar
POSITIONS SUPERVISED:	N/A
LIAISES WITH:	<i>Internally:</i> All Staff
	<i>Externally:</i> Licensees, Information Unit, Jamaica Archives, & other Agencies/Ministries

A. GENERAL FUNCTIONS:

The Assistant Registrar is involved with the management of records and documents in the Commission's information and records system. Duties include work related to the collection, custody, preservation and provision of Commission records in printed, written, audio-visual, film, magnetic tape or other media. It involves professional and technical work in appraising, accessioning, arranging, describing, and preserving public records, historical documents and other records; and the management, direction, storage, and retrieval of documents and files and other such materials as used by the Commission in its day-to-day operations. The post requires liaison with appropriate officers on matters relating to the management of semi-current, non-current, and vital records, and maintaining record retention and disposal schedules for the Commission.

B. PRINCIPAL DUTIES AND RESPONSIBILITIES: Carries out Mail

Management activities by:

- Initial processing of incoming information, documents, and correspondence: sorting and classifying material for integration into the organization's information system;
- Processing incoming information, documents and correspondence by numbering, cross-referencing, indexing routing, and filing records, correspondence and documents except personal and confidential mail;
- Preparing correspondence and documents for dispatch by mail/courier, and enters mail in the delivery book;
- Arranging processes for special mail including registered and confidential mail and mail sent by courier.

C.

Performs Records Management activities by:

- ❑ Examining documents for subject matter indexing, and associating documents containing common subject matter;

PRINCIPAL DUTIES AND RESPONSIBILITIES (contd.):

- Sorting and filing correspondence, documents, and files; ensuring that the dates and origin of incoming correspondence and the dates of outgoing mail are recorded;
- Data entry to computer systems and extraction of information from computer systems;
- Preparing new file jackets and opening new files;
- Recording all new main headings and file titles in the manual and computerized databases;
- Operating and maintaining Records and Information Systems for the creation, receipt, storage, retrieval, and disposition of files and/or information;
- Making photocopies of records destined for more than one file noting on the original and each copy, the numbers of all files on which each record is placed;
- Inspecting files to ensure that records are complete, bear the same file number as the relevant file jacket, or electronic cards; ensuring that all records are in order, correctly indexed, and in satisfactory physical condition.
- Retrieving and referencing information and files for officers, and maintaining logs and indices to provide status of information and records;
- Maintaining an updated, accurate file log system to record files issued to officers, due date and department of officers
- Conducting research into file records, manual or computerized storage in order to provide requested information to authorized personnel;
- Identifying and removing inactive files, and taking them to relevant filing/storage areas;
- Maintaining a Master File Station Directory of all files, and a cataloguing system and implementing the process of cataloguing and classifying all informational material;
- Assisting in an annual Records Inventory and Audit, and recommending modifications to the departmental classification system;
- Assisting with developing organizational procedures and policies for the records department;
- Applying Retention/Disposal Schedule provisions to records, and processing them for retention, disposal or transfer to the Government Records Center;
- Operating any machinery that facilitates storage, retrieval or copying of records.

Facilitate public access to records in keeping with the Access to Information Act by:

- Responding to requests for records, information and retrieval of data required for the processing of requests under the Act;
- Preparing and securing documents/information for inspection/dissemination and purchase by members of the public;
- Assisting members of the public in completing forms;
- Carrying out research relevant to the field of records management as requested;
- Any other related duties as may be assigned.

D. PERFORMANCE CRITERIA:

The job is executed satisfactorily when:

- An accurate and up-to-date retrieval system is maintained
- There is timely delivery of files requested
- Files are kept in a neat and orderly manner
- There is timely dispatch of documents to various sources
- There is timely circulation of incoming documents
- Information and documentation systems are established and maintained
- Records are easily retrievable

E. SKILLS AND ABILITIES:

- Strong, demonstrated ability in oral and written communication skills, inclusive of face to face and telephone usage;
- Good time management, planning and organizational skills;
- Ability to perceive and analyze problems, develop alternatives, and make or recommend sound decisions;
- Working knowledge of policies related to the operation of the Public Sector;
- The ability to use organizational operations and functional knowledge in referring to indices and conducting searches for relevant records;
- Knowledge in the design and implementation of basic records management procedures
- Extensive knowledge of Administrative and support systems and practices;
- Excellent customer service and human relations skills, including the ability to maintain and foster good working relationships with all levels of personnel in the organization;
- Proficiency in computing and the use of the computer and other standard office machinery
- Working knowledge of resource administration
- Sound knowledge of administration and support systems
- Be highly confidential, professional, mature and capable of relating appropriately to individuals of various social backgrounds;
- Possess tact and diplomacy in order to work effectively with all levels of persons both within the Commission and externals;
- Proficiency in information and document systems and management.

F. QUALIFICATIONS AND EXPERIENCE:

- Minimum of a diploma in Records Management, or Certificate in Library Science or similar area;
- Minimum of three (3) years working experience in Records/Information Management in a registry or library; and
- Specialized training/knowledge in:

QUALIFICATIONS AND EXPERIENCE (contd.):

- records and information management systems
- procedures and practices, and automated technologies relating to records management
- database administration

G. ACCOUNTABILITY

The incumbent is accountable for:

- Efficient management of records and documents in the Commission's information and records system;
- Operating and maintaining an efficient records management and information system;
- The accurate and efficient processing of incoming information, documents and correspondence
- The timely delivery of personal and confidential mail
- Preparing outgoing mail for dispatch, entering information in Mail Delivery Book; and making arrangements for special mail;
- Maintaining a current and accurate Bring Forward/Bring Up Book, and ensuring that the appropriate files are delivered on the day requested;
- The maintenance of an accurate and up-to-date Charge Out system;
- Retrieving and referencing information and the provision of files and/or information to authorized personnel upon request;
- Examining documents for subject matter indexing, and associating documents containing common subject matter;
- The accurate and timely enclosure of correspondence on files;
- Recording all new main headings and file titles in the manual and computerized databases
- Inspecting files to ensure that records bear the same file number as the relevant file jacket, that all records are in order, and that all records and files are in satisfactory physical condition and accounted for
- Completing manual or computerized File Recall Forms to remind users who have overdue files, that they are due for return
- Maintaining a Master File Station Directory of all files
- Applying and maintaining file/record retention and disposal schedules for the Commission, processing them for retention, disposal or transfer to the Government Records Center in accordance with established policy.

H. CREATIVITY AND INITIATIVE

- Required to perceive and analyze problems, develop alternatives, and recommend/make sound decisions;
- Required to maintain an accurate and up-to-date records management and information system;

- ❑ Processing incoming correspondence by sorting, recording, routing, date stamping, indexing/numbering, cross-referencing, and filing correspondence and documents in a timely and efficient manner;
- ❑ Ensuring that the appropriate files are delivered on the day requested;
- ❑ Making arrangements for special mail including registered, confidential, and mail sent by courier;
- ❑ Ensuring the maintenance of an accurate Charge Out system; and file/records retrieval system;
- ❑ Completing manual or computerized File Recall Forms to remind users who have overdue files, that they are due for return;
- ❑ For the timely delivery of files requested; and ensuring records/documents are easily retrievable;
- ❑ Files/records are kept in a neat and orderly manner;
- ❑ Maintaining the established retention and disposal schedules;
- ❑ There is timely dispatch of documents to various sources; and timely circulation of incoming documents;
- ❑ Assisting with the development of organizational procedures and policies for the unit;
- ❑ Carrying out relevant research in the field of records management.

I. WORKING CONDITIONS/PHYSICAL DEMANDS

- ❑ Normal working hours of:
 - Monday to Thursday 8:30 am to 5:00 PM
 - Friday 8:30 am to 4:00 PM
- ❑ Incumbent to work beyond normal working hours to meet deadlines
- ❑ Incumbent to provide assistance in other functional areas of the department to ensure equitable distribution of work, during peak periods and as workflow permits.
- ❑ Occasional lifting of boxes, etc.
- ❑ Occasional mental stress
- ❑ Incumbent required to work under pressure and on own initiative
- ❑ Frequent exposure to dust mite etc.

J. TOOLS, EQUIPMENT AND MATERIALS

- ❑ Personal computer, typewriter/word processor, facsimile machine, photocopier, telephone, pens, stationery.