

## Job Description

<b>Job Title:</b>	Data Validation Officer – Digital Transformation Project
<b>Post Number:</b>	To be assigned
<b>Job Level:</b>	PIDG/RIM 4
<b>Department:</b>	The Accountant General’s Department – A Department of the Ministry of Finance and the Public Service
<b>Reports to:</b>	Project Manager <b>(subject to change)</b>
<b>Direct Reports:</b>	N/A

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This Job Description has been approved by the Accountant General and will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent. It is validated as an accurate and true description of the job as signified below:

### 1. STRATEGIC OBJECTIVES:

The Information and Technology Division is responsible for providing support to the Treasury in all areas of operations, facilitating the modernization of fiscal processes through the use of better methods and techniques, and cutting-edge information technology. The work of this division improves the acquisition, allocation, utilisation and conservation of public financial resources using automated, integrated, effective, efficient and cost-effective information systems.

The Division is responsible for the development and maintenance of the Government’s Integrated Financial Management Information System GIFMIS. It is also responsible for training the AGD’s staff as well as staff of the MOFPS and other MDAs in the use and functions of the relevant IT systems, guided by recognized standards and formal policy.

The Division is also responsible for the implementation and maintenance of the AGD’s Records Management System (RMS) as part of the overall management system, based on records management principles, to facilitate the management of the AGD’s records to meet the AGD’s information needs, stakeholders’ information expectations, and statutory and fiscal requirements regarding records.

### 2. JOB PURPOSE:

Under the supervision of Project Manager **(subject to change)**, the Data Validation Officer is responsible to ensure the quality and integrity of data during project life cycle. The incumbent is required to verify the accuracy, consistency and completeness of data as it is migrated or transformed into new systems. The incumbent must be able to compare data from different

sources to identify duplicates, inconsistencies & missing information, and take the necessary action to have any discrepancy corrected.

### **3. KEY OUTPUTS:**

- Digitized and digitalized data (records) reviewed and verified.
- Detailed reports identifying issues and suggesting methods of remediation prepared.
- Data retention requirements implemented.
- Comprehensive documentation of data validation processes, procedures and findings prepared.
- Data anomalies identified and escalated/resolved.
- Prescribed ECM database updated and maintained.
- Monthly reports produced.

### **4. KEY RESPONSIBILITIES:**

#### Technical

- Verifies data on prescribed ECM system against physical records.
- Assists in resolving and ensuring the correction of any anomalies detected during the validation process.
- Liaises with government entities to verify records.
- Categorizes data (records) according to common fields and prepares plans to address gaps identified.
- Ensures strict confidentiality of records.
- Evaluates the quality of digitized records for completeness,
- Verifies the accuracy and consistency of metadata associated with digital records.
- Ensures the structural integrity of digital files and databases within the prescribed ECM.
- Identifies and corrects errors, inconsistencies and/or duplicates within digital records.
- Ensures data uniformity.
- Maintains a database of all digitized records that have been validated.
- Reviews and updates prescribed ECM system according to the standards required for data migration.
- Identifies high risk areas and escalates as required.

#### Any Other Duties

- Any other related duty that may be assigned from time to time

### **5. KEY PERFORMANCE INDICATORS**

The job is successfully performed when:

- GOJ records digitalized in accordance with required legislations and acts.
- Prescribed ECM system is accurately updated.
- Data accurately verified on prescribed ECM system within stipulated time frames.
- Data retention requirements implemented in accordance with the relevant regulations and acts.
- Data anomalies identified and escalated/resolved timely.
- Digitized and digitalized data (records) categorized according to internal guidelines.
- ECM system database maintained and updated timely with the required information.
- Monthly reports produced within the agreed timeline and on the appropriate template.

## 6. AUTHORITY

- Designing and implementing data validation procedures.
- Approving or rejecting data corrections proposed by other teams.
- Producing and disseminating data validation reports.
- Setting and enforcing data quality standards within the project.

## 7. JOB SPECIFICATION:

### a. Minimum Qualification and Training

Bachelor's Degree in Records/Librarian Studies, Management Studies, Information Management Degree from an accredited University

### b. Essential Experience and Knowledge:

- At least three (3) years' experience in Record Management.
- At least one (1) year experience in Project Management.
- Proficient in Microsoft Office Suite (e.g., MS Word, PowerPoint and Excel).

Desirable:

- Exposure to an ECM would be an asset

### c. Competencies:

The following competencies are required for the effective performance of this job:

#### Core Competencies

- Good Oral and Written Communication Skills
- Good Problem Solving and Analytical Skills
- Excellent Customer Focus Skills

- Results Focus
- Integrity

### **Technical Competencies**

- Knowledge of Records Management practices
- Knowledge of Legislations, Policies and Procedures

## **8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

**Physical Demands** - Pressured working conditions with numerous critical deadlines.  
- Extended working hours may be required.

**Travel** – N/A

**Work Environment** - Normal office conditions

### **Data Protection**

**Officers are required to comply with the Data Protection Act and the AGD's Data Protection Policies.**