

## JOB DESCRIPTION & SPECIFICATION

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| <b>Job Title:</b>       | <b>Records Officer</b>   |
| <b>Job Level/Grade:</b> | <b>PIDG/RIM 3</b>  |
| <b>Division:</b>        | The Accountant General's Department – A Department of the Ministry of Finance and the Public Service |
| <b>Reports to:</b>      | <b>Project Manager (subject to change)</b>   |
| <b>Direct Reports:</b>  | <b>N/A</b>   |

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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

Reporting to the Project Manager (subject to change), the Records Officer is responsible for contributing to the successful digitization of over 200,000 records maintained by the Registry Unit, within the Accountant General's Department (AGD). The role is required to prepare, separate,

reassembly index and provide quality control of physical records to ensure accuracy in the separation and reassembling of records.

### **3. KEY OUTPUTS**

- Separated and reassembled records
- Quality control reports

### **4. KEY RESPONSIBILITIES**

#### *Technical*

- Separates multi-page documents into individual sheets for scanning.
- Prepares physical records for digitization, including sorting, organizing, and removing staples and paper clips.
- Operates scanning equipment to convert paper documents into digital images.
- Ensures the accuracy and completeness of scanned images.
- Reassembles digitized documents into their original order.
- Indexes and metadata records to facilitate search and retrieval.
- Performs quality control checks on digitized records to identify and correct errors.
- Resolves issues related to image quality, indexing errors, or missing information.
- Maintains accurate records of digitization progress.
- Adheres to data security and confidentiality protocols.
- Participates in training on record management and digital preservation.

#### **Any Other Duties**

- Any other duties related to the Digital Transformation Project that may be assigned.

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

The job is successfully performed when:

- Number of records separated and reassembled per day/week.
- Accuracy rate of digitized records.
- Adherence to quality standards.
- Timely completion of assigned tasks.
- Effective use of scanning equipment.
- Individual Work Plan prepared in keeping with standards and timelines

## 6. AUTHORITY

- N/A

## 7. REQUIREMENTS FOR THIS JOB:

### a. Qualification and Training

- 5 CSEC Passes including Mathematics and English Language

### b. Essential Experience and Knowledge:

### c. Competencies

The incumbent is a senior public servant who represents the Government at all times; a member of the Senior Executive team of the AGD, who is expected to participate in managing the Department, and to lead a team of professionals in realizing the goals and objectives of the Department, in a highly dynamic environment. The following competencies are required for the effective performance of this job:

#### Core Competencies

- Oral and Written Communication Skills
- Problem Solving and Analytical Skills
- Customer Focus Skills
- Results Focus
- Integrity

#### Technical Competencies

- Knowledge of Records Management practices
- Document Handling and Preparation
- Knowledge of Legislations, Policies and Procedures

## 8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

**Physical Demands** - Pressured working conditions with numerous critical deadlines.

**Work Environment** - Normal office conditions.

### Data Protection

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