

VACANCY

The Development Bank of Jamaica (DBJ) invites applications from suitable applicants for the position of:

Registrar

This position is accountable for the achievement of the efficient and effective operation of the Registry through its Records and Information Management (RIM) System. This includes the processing of incoming and outgoing correspondence and files; maintaining the classification system; securing confidential files; and managing an effective bearer service.

PRINCIPAL DUTIES & RESPONSIBILITIES:

- a) Responsible for the execution of the Bank's RIM System throughout the organization to secure consistency, efficiency, and effectiveness in keeping with best practices and conformity with the Government of Jamaica RIM Policy, including RIM survey and decongestion, File Plan creation and maintenance, Records appraisal and development of retention schedules, Records Re-classification and Disposal and archiving of files.
- b) Coordinate the activities of the DBJ's RIM Committees and undertake its Secretariat functions.
- c) Oversee the daily activities of the Registry.
- d) Monitor internal database and maintain the file tracking system and Master Index of all files.
- e) Manages the receipt of incoming correspondence/documents, storage and retrieval.
- f) Responsible for the security of confidential documents in accordance with the Data Protection Act, 2020 and Access to Information Regulations, 2003
- g) Provides advice on Records Management to staff as requested.

The required minimum qualifications, experiences, and attributes are:

- Undergraduate Degree in Library Studies/Science or an equivalent Qualification.
- Records Management Certification from a recognized academic institution.
- Comprehensive knowledge of GOJ RIM Policy
- Supervisory Management skills
- Computer Literacy (in depth knowledge of Word and Excel.
- Excellent Leadership and Team Building skills.
- Good Interpersonal and customer service skills.
- Keen attention to detail.
- Excellent problem-solving skills.
- A minimum of five (5) years' experience in a similar position.

Qualified applicants are invited to submit their applications by August 2, 2024, to:

MANAGER, HUMAN RESOURCE
EMAIL: dbjcareers@dbankjm.com

Please note that only short-listed applicants will be contacted.