



**MINISTRY OF TOURISM
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE:	Registrar
JOB GRADE:	PIDG/RIM 3
POST NUMBER:	53510
DIVISION:	Corporate Services
BRANCH:	Documentation Information & Access Services
REPORTS TO:	Director, Documentation Information & Access Services
MANAGES:	Records Officer 1 (PIDG/RIM2)

This document is validated as an accurate and true description of the job as signified below

Employee

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

1. STRATEGIC OBJECTIVES OF THE ENTITY/DEPT/DIVISION *(in which the position is located)*:

TBD

2. JOB PURPOSE

Under the supervision of the Director Documentation Information and Access Services, the Registrar is responsible for managing all records in the General Registry and the processing of local and registered mail on behalf of the Ministry and has responsibility for the overall supervision of Registry Clerks.

3. KEY OUTPUTS

- Records managed effectively;
- Records and files maintained;
- Records inventoried;
- Records disposed;
- Reports prepared;
- Mails managed;
- Stamp Imprest managed;

4. KEY RESPONSIBILITY AREAS

Technical/Professional Responsibilities

Records and Information Management

1. Provision of Enquiry and Information Retrieval Services.
 - Provide support to internal clients in requesting information by suggesting possible sources.
 - Responds to all requests for files and/or documents, whether made in persons, over the telephone or in writing.
 - Conducts research into files to provide requested information.
 - Maintains an accurate charge out system for records on loan.
 - Ensures that files that are loaned for longer than the predetermined loan period are returned for updating or for use by other officers.
 - Maintains an accurate tracking and BU system to ensure that requested files are delivered on the day requested and officers are kept up to date on the status of their requests.
2. Operation and Maintenance of Record Keeping Systems:
 - Maintains a hospitable environment in the Registry;
 - Maintains the physical organization and structure of the filing system in the Registry;
 - Manages the Ministry's Functional Classification Scheme via creating functional areas, files series and scope notes.
 - Recommend the maintenance and development of the Ministry's records Management policy, standards and procedures.
 - Conducts the records inventory exercise.
 - Create, update, and maintain records housed in the Registry.
 - Assist in the development of the Ministry's Records Procedures Manual.

- Assist in the Ministry's Records Reclassification exercise.
- Identifies and organize (thoroughly) all incoming documents according to the Ministry's Functional Classification Scheme, Policy and Manual:
 - Refers all incoming "official" mail for action as necessary.
 - Classifies all incoming documents according to the established classification scheme by analyzing the content of documents
 - Determines appropriate cross-references for all incoming documents.
 - Assigns document reference codes to all documents to facilitate placement of document on the appropriate file.
 - Reviews and implements, as appropriate, requests for the creation of new files and amendments to the Classification scheme.
 - Maintains security of records and files.
 - Sort, arrange and dispatch internal and external mails daily.
 - Maintains the log books
 - Process local and Registered Mails.

3. Implementation and management of records retention schedule by:

- Reviews and prepares files for transfer to a secondary storage facility;
- Assists with the development and implementation of records retention and disposition authorities.
- Assists in the disposition of Ministry's records.
- Participates in the inventory of Ministry records and stationary items for the unit.

4. Provides Support for the Administration of the Access to Information Act by:

- Documents and maintain record/ receipt of all ATI requests.
- Conducts research for information requested by applicants.
- Assists with general administration of ATI.

5. Financial:

- Maintains Stamp Imprest for the Registry by checking Stamp Imprest to ensure that it coincides with balance in Stamp Register.

Supervisory Management

1. Management of the Registry.

- Manage the Registry planning the work schedules and supervising the clerical aspects of the job.
- Assign task to Registry Officers
- Provides information for the compilation of Units' Operational Plan, Budget, and status reports, as required.

2. Provision of Training and Awareness to DIAS Staff and Users by:

- Participates in orientation, training and cross-training of new employees and customers.
- Ensures that staff are aware of and adhere to the policies, procedures and regulations of the Documentation, Information and Access Services (DIAS) Branch.
- Trains, orients, and monitors the performance of Registry Officers.

Other Responsibilities

- Provides relieving duties as Receptionist/Telephone Operator (if necessary).
- Prepare minutes for the Records and Information Management Committee meeting.
- Execute any other duties that may be assigned from time to time by the Director, Documentation,-Information and Access Services.

5. PERFORMANCE STANDARDS

The job is satisfactorily executed when:

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

6. REQUIRED COMPETENCIES

- Sound knowledge of the GoJ Records and Information Management (RIM) Implementation programme.
- Good oral communication skills, inclusive of face-to-face telephone usage.
- Good time management, planning and organizational skills.
- Sound knowledge in the design and implementation of records management procedures.
- Excellent customer service and human relations skills.
- Proficiency in Microsoft Office
- Highly confidential, professional, mature and capable of relating appropriately to individuals of various social backgrounds.
- Proficiency in records and information management terminologies and best practices
- Ability to work on own initiative.
- Excellent supervisory and critical thinking skills.
- Keen eyes for details/Detail orientated.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Associate Degree in Business/Administrative/ Public Sector Management or Public Administration;
- A minimum of Two (2) years' experience in Records Management.
- Professional Certification in Records and Information Management.
- Supervisory Training from a recognized institution.

OR

- Diploma/Certificate in Business/Administrative/ Public Sector Management or Public Administration.
- A minimum of Three (3) experience in Records Management,
- Professional Certification in Records and Information Management.
- Supervisory Training from a recognized institution.

8. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- From time to time the incumbent will be required to work late and or on weekends to meet emergency deadlines for completion of assignments.
- Utilization of limited resources for the achievement of maximum output
- Job may entail standing on ladders/stools and lifting of boxes to retrieve files.