



VACANCIES AT THE WATER RESOURCES AUTHORITY (WRA)

The Water Resources Authority invites applications (Cover Letter and Curriculum Vitae) from suitably qualified candidates to fill the following **vacant position**:

FULL-TIME

Records Officer – Level 5, HRM & Administration Branch

Salary Range: \$2,478,125 - \$3,332,803 per annum

Job Purpose

The position of the Records Officer at the WRA is responsible for providing safe custody, easy access, and retrieval of files and other documents in the Registry. Duties include creating, sorting, filing, recording, storing, and retrieving information on WRA's activities.

Key Responsibilities

- Record, distribute and dispatch all incoming and outgoing correspondences.
- Maintain safe storage of and limit access to confidential documents.
- Retrieve files from storage, process incoming requests, and provide information in an appropriate format,
- Sort files, document, and maintain filing systems in accordance with established records management guidelines and procedures.
- Maintain classification structure for easy retrieval of records.
- Update and maintain files and records database.
- Assist with the development of Document Management Policies to facilitate the efficient and secure access to documents
- Maintain records of requests to ensure that files are delivered in a timely manner.
- Maintain a system to record and track files / documents loaned to internal and external stakeholders, follow up on outstanding files/documents and ensure timely return of files and documents.

Required Knowledge, Skills and Competencies

- Knowledge of Catalogue and Classification Systems
- Knowledge of Records Management Policies, Procedures and Standards
- Attention to Details
- Methodical
- Good oral and written communication
- Social and interpersonal skills
- Teamwork and collaboration
- Customer service
- Good time management skills
- Good planning, organizing and co-ordinating skills
- Proficiency in the use of Microsoft Office Suite

Minimum Required Qualification and Experience:

- Diploma in Library Studies;
- One (1) year experience in a similar position.

Special Conditions Associated with the Job:

- Exposure to dust when retrieving files;

- Physical effort required to remove and return files;
- Movement within the office to distribute files and documents.

**Application Letter with Resume must be submitted to:
Director, Human Resource Management and Administration
Water Resources Authority, Hope Gardens, P.O. Box 91, Kingston 7
or email: hrm@wra.gov.jm
NO LATER THAN FRIDAY SEPTEMBER 22, 2023**

NOTE: ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED