



MINISTRY OF EDUCATION YOUTH & INFORMATION
TTPC (Trench Town Polytechnic College)
DESCRIPTION AND SPECIFICATION
RECORDS OFFICER 1

Job Purpose

Under the supervision of the Director, HR&D/Senior HR Officer, the Records Officer is responsible for providing records and management support/services for the efficient operations of HR business processes in the HR Section.

Key Outputs

- Annual Work Plan prepared
- Files updated and docketed.
- Correspondence enclosed
- File activity records updated.
- Photocopying duties performed
- Individual Work Plan prepared

Key Responsibility Areas

Technical/Professional Responsibilities

- Ensures that all files are completed and include relevant enclosures;
- Updates and docket files;
- Enclose correspondence on files
- Maintains up-to-date records of file activities;
- Photocopies documents;
- Assists with the clearing of closed and inactive files;

Other

- Performs all other duties and functions as may be required from time to time.



MINISTRY OF EDUCATION YOUTH & INFORMATION
TTPC (Trench Town Polytechnic College)
DESCRIPTION AND SPECIFICATION
RECORDS OFFICER 1

Performance Standards

- HR files are complete and include all necessary enclosures and done in the agreed timeframes;
- HR files and shelves are physically arranged in accordance with procedure and facilitate easy access;
- An up-to-date record of file movements is maintained in keeping with agreed standards and timeframes;
- Number of errors for photocopying duties;
- Individual Work Plan are aligned to the strategic planning mechanisms of the Institution and are timely;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

Internal And External Contacts (specify purpose of significant contacts)

Internal Contacts

Contact (Title)	Purpose of Communication
General Staff	Develop and maintain effective relationships
Senior Human Resource Officers	To receive and provide information

External Contacts

Contact (Title)	Purpose of Communication



MINISTRY OF EDUCATION YOUTH & INFORMATION
TTPC (Trench Town Polytechnic College)
DESCRIPTION AND SPECIFICATION
RECORDS OFFICER 1

Required Competencies

Core

- Good interpersonal skills
- Good communication skills
- Good customer relations skills
- Excellent planning and organizing skills

Technical

- Basic knowledge of Records and Information Management principles and practices;
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values;
- Knowledge of health and safety procedures and precautions;
- Literacy and Numeracy skills sufficient to check delivery notes, measurements etc.;
- Ability to operate in a secure contained information facility environment;
- Awareness of confidential information transmission protocols;
- Knowledge of ICT systems and applications.

Minimum Required Education and Experience:

- Five (5) GCE O'Level or CSEC , including English Language and a numeric subject;
- Training in Records Management;
- Two (2) years' related experience.
-

Authority To:

Access confidential files



MINISTRY OF EDUCATION YOUTH & INFORMATION
TTPC (Trench Town Polytechnic College)
DESCRIPTION AND SPECIFICATION
RECORDS OFFICER 1

Special Conditions Associated with The Job:

- Encounter dust hazard,
- May be required to lift heavy boxes
- May be required to work beyond normal working hours;