



## Office of the Services Commissions

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**CIRCULAR No. 89**  
**OSC Ref. C6593<sup>5</sup>**

**4<sup>th</sup> May, 2026**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Director, Documentation Information and Access Services (GMG/SEG 3) - (Not Vacant)** in the **Ministry of Tourism**, salary: \$5,198,035 per annum.

### **Job Purpose**

Under the supervision of the Senior Director, Corporate Services, the incumbent is responsible for managing the operations of the Documentation, Information and Access Services Branch, by planning, organizing and developing systems and procedures for the Records and Information Management Programme, the Access to Information Act, as well as providing technical advice and general guidance for the coordination of the Registry.

The incumbent should also ensure that printed and electronic information is in accordance with professional standards of classification, indexing, research and exhibitions meet the informational needs of the Ministry.

### **Key Responsibilities**

#### ***Management/Administrative:***

- Develops the Branch's Operational Plan, Individual Work Plans and Budget;
- Develops, reviews and revises relevant policies, work systems and procedures, to ensure consistency and adequacy;
- Develops goals and objectives to support the efficient and effective delivery of information and mail services;
- Prepares the monthly and quarterly Access to Information (ATI) Reports for submission to the ATI Unit;
- Provides technical advice and guidance to the Permanent Secretary, Senior Directors and other Managers, on matters pertaining to Records Management, Access to Information and related issues;
- Administers the implementation and management of the Access to Information Act within the Ministry;
- Prepares quarterly reports for the Permanent Secretary and Senior Director, Corporate Services, on the activities in the portfolio area.

#### ***Technical:***

- Satisfies the information needs of the Ministry's clients by reviewing documentation systems and procedures to ensure that they support management effectiveness and efficiency in the conduct of business;
- Reviews the classification, appraisal, retention, disposal, storage, maintenance and other aspects of the Ministry's record management programme;
- Researches and produces manuals pertaining to Access to Information, Records Management and other information management issues;
- Plans and designs an effective records management programme, inclusive of vital records component;
- Develops a disaster preparedness plan for the Ministry's records;
- Provides advisory and technical information for the development and introduction of automated systems, to address records and information management for the Ministry;
- Keeps abreast and promotes awareness of the provisions of the ATI Act and other pertinent legislation;
- Develops and implements a comprehensive educational programme, ensuring the Ministry's staff is fully aware of all aspects of the Access to information Act and Records and Information Management Programmes;

- Establishes a process aimed at accurate and timely response to requests, by reviewing requests for records and makes a determination to:
  - ✓ Grant access to documents
  - ✓ Refuse access to documents
  - ✓ Grant access only to some documents
  - ✓ Defer the grant of access to documents;
- Advises the public on documents available for access or those that are exempt;
- Designs and implements a system for documenting disclosure and non-disclosure decisions;
- Ensures adherence to legal requirements that affect retention, dissemination and access to information maintained by the Ministry;
- Maintains a record of all incoming applications and acknowledges receipt of all applications for access to official documents;
- Represents the Ministry at meetings relating to Access to Information and Records and Information Management;
- Provides records management and access to information guidance and support to the Ministry's Public Bodies.

***Human Resource:***

- Participates in the recruitment, selection/induction of new staff for the Ministry and its Divisions;
- Establishes employee performance objectives and motivates staff toward optimum performance;
- Promotes the welfare of staff through the preparation of employee performance appraisals, recommendations for appointments, promotion, training and leave;
- Initiates disciplinary proceedings for direct reports, where appropriate;
- Manages the development of direct reports through the preparation of performance appraisals and the recommendation of required development programmes;
- Provides leadership to staff through effective objectives setting, delegation and communication;
- Provides guidance to staff through coaching, mentoring and training, and provides assistance and support, as needed.

**Required Knowledge, Skills and Competencies**

***Core:***

- Excellent leadership skills
- Excellent oral and written communication skills
- skills planning and organizing skills
- Excellent interpersonal skills
- Sound integrity
- Confidentiality
- Teamwork and cooperation

***Technical:***

- Good use of technology
- Skilled in Records Management
- Very good knowledge of the Access to Information Act (Legislation) and Archives Act
- Good knowledge of other related legislation (e.g. Pensions Act, FAA Act, etc.)
- Good knowledge of Library Management procedures
- Good knowledge of the operations of Government
- Very good knowledge of the Ministry's policies and procedures
- Knowledge of Computer Information Systems
- Knowledge of Electronic Records and Record Keeping Systems
- Excellent knowledge of the use of computer applications (Microsoft Word, Excel, PowerPoint, Publisher and Access)

**Minimum Required Qualification and Experience**

- Bachelor's Degree in Librarianship/Information or Archival Studies;
- Certificate in Records and Information Management;
- Diploma in Management/General Management Studies;
- Five (5) years' working experience in Records and Information Management, three (3) of which should be at a supervisory level;

**OR**

- Bachelor's Degree in Management studies, Public Administration/Public Sector Management;
- Certificate in Records and Information Management;
- Diploma in Management/General Management Studies;
- Five (5) years' working experience in Records and Information Management, three (3) of which should be at a supervisory level.

**Special Condition Associated with the Job**

- May be required to work beyond regular working hours.

Applications, accompanied by Résumés, should be submitted **no later than Friday, 15<sup>th</sup> May, 2026, to:**

**Director, Human Resource Management and Development  
Ministry of Tourism  
64 Knutsford Boulevard  
Kingston 5**

Email: [hrm@mot.gov.jm](mailto:hrm@mot.gov.jm)

**Please note that only shortlisted applicants will be contacted.**

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**



**M. Greene (Mrs.)  
for Chief Personnel Officer (acting)**