The Firearm Licensing Authority, a statutory body with reporting relationship to the Ministry of National Security (MNS) hereby invites applications from suitably qualified individuals to fill the following post:

Manager, Firearms Records & Information (LEVEL 8)

Salary $5,198,035.00 per annum

Job Purpose

Under the general direction of the Chief Executive Officer, the incumbent is responsible for accurately, securely and effectively managing information received and produced by the Authority. To develop and maintain appropriate systems in support of records movement, maintenance and disposition.

KEY OUTPUTS

- Databases and other electronic systems developed
- Records Management Procedural Manual developed
- Classification/indexing schemes updated and maintained
- Records management system maintained
- Records of incoming and outgoing correspondence maintained
- ATI research conducted and findings submitted
- Records Management systems/procedures evaluated and/or improved or developed
- Special projects coordinated
- Official correspondence classified and indexed
- Records appraised and disposition mechanism developed
- Records archived
- Integrated information sharing systems developed
- Records Disaster Prevention and Recovery Manual developed
- Staff appraisals conducted
- Individual work plan prepared

KEY RESPONSIBILITY AREAS

Management/Administrative Responsibilities

- Participates in the creation of strategic plan/programmes/projects for the Division, (Strategic, operational, monthly plans, projects performance reports and any other related reports).
- Develop Individual Work Plan based on alignment with Division's Operational Plan
- Participates in meetings, seminars, conferences and workshops as required.
- Examines and evaluates records management systems to develop new or improve existing methods for efficient handling, protecting, and disposing of official records and information.

Technical/Professional Responsibilities

- Manages the distribution of incoming and outgoing correspondence.
- Classifies and indexes records.
- Assists in the research for information as requested for the provision of access.
- Liaise with staff internally and externally to gather suggestions for improvements and to detect records management problems.
- Develop, implement and administer specific plans to achieve compliance with the Authority's records management policy and standards.
- Develop and deliver records management training and awareness programme
- Assist in the design and direct a Vital Records Management Programme.
- Prepare and deliver quarterly and annual reports to include operational statistics, current levels of compliance, issues/risks and proposals to manage risks identified.
- Work with the Director to develop and maintain policies, plans, standards and procedures to control each type of applicable record, document and data item in conformance with established Records Management Standards.
- Develops a Records Disaster Prevention and Recovery Manual.
- Maintain and keep current, the Authority's Retention and Disposition schedule
- Supervise the operation of the Authority's Records Centre.
- Evaluates findings and recommends changes or modifications in procedures, utilizing knowledge of functions of operating units, referencing systems and filing methods.
- Analyses records to determine their administrative usage, fiscal or historical value, and develops and implements appropriate procedures.
- Ensures appropriate systems and procedures are in place to facilitate an efficient and effective records management programme.
- Disposes or archival and in-active data/records.
- Reconciles and deletes indexing errors and anomalies, advises end users and records staff on procedures and content problems and ensures security and preservation of records in storage
- Coordinate a wide range of special projects and duties as they relate to records management and archiving activities.
- Devises the development of databases and electronic systems in support of all records management functions and liaise with the Information Technology Unit in the design and control use of such system
- Devises methods to retain, protect, and identify records and ensures compliance with established records standards.
- Develops a system that facilitates records/information being easily accessible when needed.
- Devises the development and implementation of appropriate systems and procedures to enhance the delivery of documented information within the Authority.
- Devise Interdepartmental collaboration.

Human Resources Responsibilities

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Sets agreed individual performance targets and monitoring performance and providing feedback to direct reports by monitoring and giving insight into the performance of their duties and assumption of their responsibilities.
- Contributes to the development and implementation succession planning framework in collaboration with the Human Resource Division through the development of procedural manuals and other duties prescribed within the framework
- Prepares and conducts presentations on role of Division/Unit for the Orientation programme

PERFORMANCE STANDARDS/INDICATORS

- Correspondence distributed in accordance with agreed timeframes.
- Databases and other electronic systems developed in accordance with agreed timeframes.
- Classification/indexing systems updated and maintained daily.
- Access to Information research conducted and findings submitted to Director in accordance to agreed timeframes.
- Records Management systems/procedures evaluated and/or improved or developed where relevant.
- Special projects coordinated as the need arises.
- Official correspondence classified and indexed daily.
- Records appraised and disposition mechanism developed in established timeframe.
- Integrated information sharing systems developed in agreed timeframe.
- Records Management training and awareness programme developed and implemented in accordance with agreed timeframes.
- Retention and Disposition Schedule maintained and updated in accordance with agreed timeframe.

REQUIRED COMPETENCIES

Core Competencies

- Excellent oral and written communication skills
- Excellent interpersonal skills
- Strong Analytical skills
- Leadership skills
- Organizational skills
- Problem solving skills

Technical Competencies

- Excellent knowledge of Records Management practices in the Public Sector
- Sound knowledge of computer operating systems, the Internet and database technology (design, software and structure).
- Excellent knowledge of the relevant legislations - Access to Information Act, Archival Act, FAA Act, Legal Deposit, Intellectual Property Right etc.
- High level of technical expertise in relation to the components of an effective records management programme and information literacy skills.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- A Bachelors' Degree in Library and Information Studies, from a recognized university; or a related degree. Training in Records Management is essential.
- A minimum of four (4) years' experience working as a Records/Information Manager, Librarian or in a related field, two (2) of which should be in a supervisory capacity.
- Trained and experienced in the use of computer applications systems (Database Management, Internet, Power Point, Microsoft Publisher etc.)
- Sound Knowledge in the management of electronic resources and records keeping systems.

Applications accompanied by resumes should be submitted
==NO LATER THAN FEBRUARY 28, 2025== to

The Manager,
Human Resource Management & Development
Firearm Licensing Authority
91A Old Hope Road, Kingston 6
or
==**hrd@fla.gov.jm**==

ALL APPLICANTS WILL BE REQUIRED TO PASS A SECURITY BACKGROUND CHECK**.**
==**PLEASE NOTE THAT ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED**==.