CEAC OUTSOURCING COMPANY LIMITED

Providing People Solutions that Work

CEAC Outsourcing Company Limited is currently seeking a qualified and experienced candidate to fill the position **Senior Records and Information Officer** for our client, **The Students' Loan Bureau**.

QUALIFICATIONS

- Bachelor's Degree in Management, Business or equivalent.
- Specialized training in Records Management.
- Certificate in Supervisory Management or equivalent.
- Four (4) years' experience in Records and Information Management.

SPECIFIC KNOWLEDGE

- Knowledge of GOJ's Records Information Management System.

RESPONSIBILITIES

Planning

- Contribute to the development of the Bureau's annual strategic planning process, resulting in the strategic plan.
- Contribute to the development of the Corporate Services Division's annual strategic planning process, resulting in the division's cascaded strategic plan.
- Update, in conjunction with each direct report, his/her Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan.
- Update, in conjunction with direct supervisor, own Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan.
- Develop, in conjunction with each direct report, his/her individual development plan arising from the performance review process.
- Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

Team Development

- Constantly review the competency and performance of all team members in the division. Provide continuous coaching and lead the implementation of each direct report's individual development plan.

Execution

- Manage the process of electronic records management, ensuring that they are properly backed up and secured.
- Manage the process of creating and logging electronic records for the Bureau, ensuring that they are accurate and complete.

- Manage the process of organizing records material to facilitate easy and effective retrieval, ensuring that the organization scheme is clear and consistent.
- Manage the process of monitoring, cataloguing, classifying, and indexing records material, ensuring that all records are properly identified and categorized.
- Manage the process of updating records material as needed, ensuring that all changes are properly documented and tracked.
- Manage the process of maintaining a computerized database for Bureau records, ensuring that it is up-to-date and accessible.
- Manage the process of digitizing physical records onto the computerized database, ensuring that the digitization process is accurate and complete.
- Manage the process of retrieving records materials for relevant parties upon request, ensuring that they are delivered in a timely and secure manner.
- Manage the process of disposing of records materials when they are no longer useful or relevant, ensuring that the process is in compliance with all legal and regulatory requirements.
- Manage the process of correspondence management and communication of organizational information to appropriate parties as required, ensuring that all communications are clear, accurate, and professional.
- Manage the process of preparing and updating reports, correspondence, and other documents concerning records, ensuring that they are accurate, complete, and accessible.

Monitoring and Reporting

- Contribute to the preparation of the Corporate Services monthly performance report, attend the monthly strategy review meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.

SALARY RANGE: $3,501,526 - $4,709,163

Apply: recruitment@slbja.com