MANAGER, MEMBER RECORDS

Reporting to the General Manager (Social Security), he/she will be responsible for enhancing records management through efficient and effective creation, storage, retrieval, maintenance and disposition.

KEY RESPONSIBILITIES:

- Formulate and implement strategies and policies pertaining to records management;
- Ensure compliance with relevant legislation and regulations pertaining to records management;
- Advise on new records management policies, providing a framework to guide staff in the management of records and use of the records system;
- Design and develop filing systems, business classification schemes and undertaking of records surveys;
- Standardize information sources through-out the Fund;
- Manage the change over from paper to electronic records management systems;
- Set up, review and document records systems;
- Establish retention and disposal schedules; and
- Oversee records census to identify missing/overdue files.

JOB REQUIREMENTS/SPECIFICATIONS:

- Master's degree in any of the following disciplines: Information Sciences; Records Management and Information Technology, Archives and Records Management or related field from a recognized Institution;
- Bachelor's degree in any of the following disciplines: Information Sciences; Records Management and Information Technology, Archives and Records Management or related field from a recognized Institution;
- Professional qualification in a related discipline will be an added advantage;
- Membership to a relevant and accredited professional body and in good standing;
- At least ten (10) years relevant cumulative relevant cumulative work experience, five (5) of which should have been at a senior management position;
- Leadership Course from a recognized institution or a Certificate in Corporate Governance;
- Proficiency in computer applications; and
- Fulfilled requirements of Chapter 6 of the Constitution.

COMPETENCIES:
- Integrity;
- Communication skills;
- Attention to detail;
- Interpersonal skills; and
- Ability to build and work through teams.