



MINISTRY OF EDUCATION, YOUTH & INFORMATION
CAREER OPPORTUNITY

Applications are invited from suitably qualified persons to fill the following **position (not vacant)**:

Senior Archivist (PIDG/AR 6), Audio-visual Unit
Jamaica Archives & Records Department (JARD)

Job Purpose:

Reporting to the Government Archivist, the Senior Archivist is responsible for managing the staff and operations of the Audiovisual Unit, which comprises the extensive audio library and video archives of the former Jamaica Broadcasting Corporation (JBC), the Air Jamaica collections and any other audiovisual collections deposited to the Archives by the Government of Jamaica. The task involves management and preservation of the collections, assisting in recruitment and supervision of professional, technical and support staff and providing efficient service to researchers both locally and internationally.

The role of this post also is to ensure the Unit's effective operations in accordance with the Archives Act and its regulations, GOJ/JBC/RJR Heads of Agreement, the Access to Information Act and other relevant legislation, within international archival standards. In association with rights owners, the incumbent is also responsible for advising on the access and services of the Unit to the public in an effort to maximize income-generating capacity for the Government of Jamaica.

Key Responsibility Areas:

Management/Administrative:

- Develops the Unit's archival philosophy and vision consistent with the Jamaica Archives and Records Department;
- Develops and monitors the implementation of the Corporate and Operational plans, Budget and Cash Flow for the Unit;
- Formulate long and short-range goals and action plans and propose implementation and evaluation to achieve them;

- Develops implements and reviews operational systems and procedures to guide the operations of the Unit ensuring the provision of quality customer service and the enforcement of the Archives Act, its regulations and other relevant regulations and intellectual property rights;
- Develops/reviews pricing structure for services provided by the Unit;
- Determine formats, approaches, content, levels and media necessary to meet the Unit's objectives effectively and within budgetary constraints;
- Ensures the enforcement of the access regulations for all categories of records;
- Ensures the timely implementation of policy decisions and the achievement of stated objectives;
- Ensures that optimum environmental condition for the preservation, use and access of materials in the Audiovisual Archive is created and maintained;
- Develops procedures for the identification and preservation of audiovisual materials according to intellectual standards;
- Identifies opportunities for special projects to facilitate the continued development of the Archives and develops proposal for, and solicit funding from relevant local and international funding agencies;
- Develops in conjunction with relevant stakeholders marketing/ promotional programmes for the collections to be used as a catalyst for the development of national identity and to develop the Unit's income generating capacity;
- Assists in the procurement of audiovisual equipment and other supplies for the Unit and ensures that effective inventory and monitoring systems are in place;
- Prepares and submits statistical, financial, inventory, activity and other reports as requested;
- Represents the Ministry/Department at meetings, conferences and other functions as directed;
- Provides technical advice to the Government Archivist, and other persons on matters relating to preservation/conservation and protection of audiovisual materials;
- Keeps abreast of trends and changes in archival techniques and audiovisual records management and recommends/implements their use where necessary to enhance the productivity of the Department.

Supervisory:

- Manages the welfare and development of staff in the Unit through the preparation of performance appraisals and recommendation for required training and development programmes;

- Provides guidance to staff in the Unit through coaching, mentoring and training, providing assistance and support as needed;
- Ensures that training and other needs of employees are adequately identified and addressed;
- Assists with the recruitment of staff for the Unit to ensure an effective workforce;
- Approves sick and departmental leave for staff in the Division in keeping with established human resource policies;
- Ensures that staff is aware of and adheres to the policies of the Ministry and Department;
- Implements programmes and activities to empower the workforce for commitment to excellence, professionalism, integrity and quality work; in an effort to improve interpersonal relations and foster the delivery of quality service.

Technical/Professional:

- Plans, develops and administers the total programme for the production of audiovisual copies and reformatting of audiovisual material;
- Directs the programme for the integration of film audio and video facilities for the transfer and copying to and from a variety of media formats;
- Develops, establishes and maintains electronic database management systems for audiovisual records;
- Establishes and ensures the implementation and adherence of systems for the preservation, documentation, storage and speedy retrieval of audiovisual materials;
- Oversees and ensures the co-ordination and timely preparation of the Unit's Disaster Preparedness Plan;
- Designs and implements maintenance schedule in accordance with established environmental standards and undertakes routine inspection to ensure the safety of human and material resources;
- In collaboration with the Systems Administrator, develops an automation policy for the audiovisual collection to enhance service delivery and preservation of the materials;
- Develops and advises on the criteria and procedures for identifying culturally or historically important materials for deposit and preservation in the Archives and for the documentation and transfer of such materials to the Audiovisual Unit;

- Identifies, investigates and evaluates audiovisual products, services and equipment available for purchase, lease or rental;
- Designs and delivers training programmes for technical and professional staff to enhance the skills levels in the Unit.

Other:

- Deputizing/overseeing for the Government Archivist during his/her absence;
- Keep educationally and professionally informed by participating in professional organizations, workshops, conferences, workgroups and committees as requested; and through the reading and researching of professional literature;
- Leads in the development of national standards and guidelines to ensure consistency in application in public/private sector organizations producing audiovisual materials;
- Establishes and maintains a network of individuals/organizations engaged in audiovisual production, archiving and associated activities;
- Performs other related duties that may from time to time be assigned.

Required Competencies:

- Excellent interpersonal skills;
- Knowledge of management principles involved in strategic planning, resource allocation, human resources, leadership techniques, production methods and co-ordination of people and resources;
- Good negotiating skills, excellent judgment, decision making and problem solving skills;
- Excellent presentation and oral and written communication skills and dissemination techniques and methods. This includes alternative ways to inform and communicate via written, oral and visual media;
- Good knowledge of audiovisual management and principles of preservation and conservation;
- Knowledge of the principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services and evaluation of customer satisfaction;
- Good knowledge of Government operations and procedures;
- Sound knowledge on Jamaican history and cultural development;

- Working knowledge of relevant computer applications and systems;
- Competence in the use of relevant computer software programmes.

Minimum Required Education and Experience:

- Postgraduate degree in Library & Information Studies, Audiovisual /Archives Management or related discipline;
- Training in audiovisual management;
- At least five years' experience in an information management facility preferably in a library, archival or media environment, three of which should be at a senior administrative level.

Remuneration Package:

Salary scale - \$2,453,125.00 – \$2,915,995.00 per annum along with any other allowance(s) attached to the post.

Interested persons are invited to submit an application with résumé no later than **Friday, October 8, 2021** to the address presented below.

**Director – Human Resource Management
Ministry of Education, Youth & Information
2- 4 National Heroes Circle
Kingston 4
OR**

Email: jobapplications@moe.gov.jm

Subject: “Senior Archivist (PIDG/AR 6), Audio-visual, Jamaica Archives & Records Department (JARD)”

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.