

NATIONAL COLLEGE OF EDUCATIONAL LEADERSHIP

JOB DESCRIPTION AND SPECIFICATION - Proposed

JOB TITLE:	Records & Documentation Officer
JOB GRADE:	
POST NUMBER:	
DIVISION/BRANCH:	Programmes
SECTION/UNIT	Programmes Administration
REPORTS TO:	Programmes Administrator
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Branch/Division

Date

Date received in Human Resource Management Branch

Date Created/revised

Strategic Objectives of the Division (in which the position is located):

Job Purpose

To provide data entry, analysis and records management support to the Programmes and Quality Assurance Divisions to facilitate efficient management of trainees' records as well as general information management within the College

Key Outputs:

- Databases updated and hard copies of the records filed
- Reports/data from databases generated for internal use
- Preliminary analyses of training data for programmes conducted and the data collated
- Assistance provided with the preparation, administration and preliminary analysis of internally executed surveys
- Assistance given with the preparation of special reports
- Participation in the design/review of the records and information management framework
- Computerized and manual files and records maintained
- Documents and information prepared as requested
- The coordination of training sessions, meetings, workshops and conferences supported
- Reports on activities prepared

Key Responsibility Areas:

Technical / Professional Responsibilities

1. Updates databases, liaises with the Divisions to collect manual records for data entry, and ensures hard copies of records are appropriately filed.
2. Generates reports/data from databases for internal use on request.
3. Collates and conducts preliminary analyses of training data for programmes.
4. Assists with the preparation, administration and preliminary analysis of surveys executed internally.
5. Assists with the preparation of special reports by researching and compiling data/information from various sources.
6. Participates in the design/review of the records and information management framework.
7. Maintains computerized and manual files and records including the filing, retrieval, retention, storage, coding, updating and destruction of files; ensures confidentiality of all records, trainees' information, communication, and other business documents.
8. Assists with the preparation of documents/information requested under the Access to Information Act.
9. Provides support in coordinating training sessions, meetings, workshops and conferences.

Management / Administrative Responsibilities

10. Prepares reports on activities at required intervals.

Other

11. Performs other related functions assigned from time to time by the Programmes Administrator.

Performance Standards:

- Accuracy and timeliness are consistently observed in the execution of duties
- Security protocols for manual and electronic files are maintained
- Access to Information guidelines are adhered to
- Confidentiality, dependability and tact are displayed in the conduct of duties
- Courtesy and professionalism are consistently displayed in the conduct of duties.

Internal and External Contacts (specify purpose of significant contacts):

Contacts within the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Office Management Unit	Resolving issues with the databases maintained
Programmes Unit	Providing support to the organization of training sessions

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Government and Private Sector Organizations and Members of the Public	Assisting with the provision of information in accordance with the Access to Information Act

Required Competencies:

Core

- Good organizing/coordinating skills
- Good interpersonal skills – teamwork/ cooperation
- Good customer service skills
- Good time management and multitasking skills
- Good oral and written communication skills
- Detail oriented
- Ability to demonstrate a high level of professionalism

Technical

- Sound knowledge of record keeping and records/file management techniques
- Knowledge of office practices and procedures
- Good knowledge of administrative policies and procedures set by the Division and the organization
- Proficiency in the use of relevant computer applications, particularly database systems

Minimum Required Education and Experience

- Diploma in Records and Information Management or Certified Administrative Professional or equivalent qualifications
- At least three (3) years' experience in a senior secretarial or administrative position

Authority:

- N/A

Specific Conditions Associated with the Job

- Normal office environment
- May be required to work beyond normal hours in order to meet deadlines

Validation of Job Description

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

Handwritten signature and date: 09-25-16