



Trinidad and Tobago  
Postal Corporation

# **JOB OPPORTUNITY**

## **RECORDS MANAGER**

**DIVISION: OFFICE OF THE CORPORATE SECRETARY/LLEGAL OFFICER**

**REPORTS TO: CORPORATE SECRETARY/LLEGAL OFFICER**

**POSITION SCOPE:**

The Records Manager develops and plans the rollout and administration of an effective and appropriate Records Management Programme for Trinidad and Tobago Postal Corporation, advising on all related issues.

**KEY DUTIES AND RESPONSIBILITIES:**

- Develops a Records Management Programme ensuring the implementation of policies and associated procedures, to standardise the creation, filing, protection, storage, retrieval and ultimate disposal of records, reports and other information contained on paper, microfilm, computer programme and other media throughout the Corporation
- Implements a Records Retention Programme to manage the Life Cycle of the Corporation's records from creation to archiving and/or disposal
- Implements an Electronic Records Management System using Technology Solutions where applicable
- Responsible for the overall direction, coordination and strategic vision of the Records Department, in alignment with the strategic plan of the Corporation
- Manages the interface with vendors and suppliers selected to provide records management services
- Consults with other departments to understand, define and agree on their Records Management requirements and develops the programme to be implemented
- Develops training programs and materials on identified aspects of records management, and conduct departmental records management training for employees
- Ensures departmental compliance with the policies, procedures and practices of the records management programme through regular reviews
- Conducts Statistical/Trend Analysis of Records Management operations to facilitate KPI reporting
- Monitors the external environment for changes in the regulatory, legislative and business practices that impact Records Management to ensure that the Corporation's approaches and practices remain current and appropriate

**EDUCATION:**

- Bachelor's Degree in Business Management or related discipline
- Postgraduate qualification would be an asset
- Certification in Records and Information Management is desirable

**EXPERIENCE:**

- At least five (5) years experience specifically in records management, with at least three (3) being in a supervisory capacity
- Project Management experience would be an asset

**ESSENTIAL SKILLS/ATTRIBUTES:**

- Thorough knowledge of the field of records and information management, including experience with at least one (1) records management system
- Ability to analyze complex processes and technology and produce recommendations for solutions
- Meticulous and diligent with the performance of tasks, to avoid errors and re-work; demonstrate accuracy and thoroughness
- Strong Communication skills, both verbal and written
- Interpersonal Skills

The closing date for applications is **Nov 27, 2015.**

*Please note that unsuitable and late applications will not be acknowledged.*

Applications should be addressed to: -

**Human Resource Manager (Ag.)**  
**Human Resources Division**  
**Trinidad and Tobago Postal Corporation**  
**National Mail Centre**  
**240-250 Golden Grove Road**  
**Piarco, 350462**  
**Trinidad and Tobago**