



NATIONAL IRRIGATION COMMISSION LIMITED

EMPLOYMENT OPPORTUNITY:

Manager, Documentation, Information and Access Services (Head Office)

Job Summary

Under the general direction of the Director, Administration and Human Resources, the Manager, Documentation, Information and Access Services performs the Records and Information Management (RIM) functions for the Head Office and District Offices. The RIM Manager is responsible to implement and maintain records and information management systems that facilitates transparent, timely and accessible information within the National Irrigation Commission Limited (NIC) and ensure that all stakeholders needs are met in accordance with the relevant Acts.

Key Responsibilities Include:

- Manages the NIC's Records and Information Management (RIM) programme, periodically reviewing and adjusting to align with international standards, Government of Jamaica (GOJ) legislations, and the NIC's policies and best practices;
- Plans and participates in record inventory and retention schedule;
- Appraises records of Departments/Units and provides professional and technical assistance in the retention and disposal of records;
- Maintains knowledge of laws affecting Records and Information Management;
- Participates in the update of Records and Information Management Policy in relation to review appraisal, retention, disposal, storage, maintenance and other aspects of RIM in order to facilitate efficient, legal, and secure access to electronic content;
- Participates in the implementation of Records and Information Management programme in Departments and Units of the NIC;
- Enforces records and information management policies and procedures in the NIC in collaboration with Department/Unit heads and Records Information Management Committee;
- Oversees the implementation of records and information management policies and procedures in NIC in collaboration with Chief Executive Officer and Directors;
- Assists in ensuring that a Disaster Preparedness and Recovery Plan for vital records are in place;
- Manages the Access to Information (ATI) function and collaborates with the Information Systems Unit to ensure the delivery of requested data and information; and that convenient access to the information resources is facilitated;
- Collaborates with the Legal Unit and researches the ATI Act and other relevant legislation to determine whether information should be released (exempt content and non-exempt content);
- Maintains the ATI Manual to facilitate the speedy request for information;
- Develops and implements procedures, reporting requirements and formats in accordance with the NIC's policies, procedures and practices for administering the ATI;
- Develops and maintains a secure accessible, user-friendly directory with citations, indices and cross-reference to record and data items including all their versions and revisions to satisfy requirements of the ATI;
- Facilitates and promotes programmes to foster awareness, within the NIC on the provisions of the Access to Information Act/Legislation;
- Collaborates with the Information Systems Unit on the database/electronic system implemented within the NIC;
- Protects the security of all NIC's records to ensure that confidentiality is maintained;
- Oversees the development and implementation of Library Procedures and Guidelines
- Implements a process for receiving, documenting, tracking investigating and taking action on queries concerning the NIC's policies and procedures in relation to ATI;
- Prepare the Unit's Operational Plan and Budget; and prepares monthly and annual reports.

Salary: \$4,826,892.00

Minimum Requirements for the Position

- Bachelor of Science in Library/Archival Studies/Records Information Management or equivalent from a recognized University;
- Five (5) years experience in a management position;

- Excellent command of the English Language and ability to communicate effectively both orally and in writing;
- Capacity to lead, supervise and influence others to achieve outcomes within tight deadlines;
- Flexibility to work outside regular working hours;
- Analytical and Problem-solution oriented;
- Positive attitude and excellent interpersonal skills.

Application Requirements

We are inviting your application if you meet the requirements outlined. This should include a cover letter and detailed resume no later than **June 22, 2026** to:

The Manager - Human Resources & Industrial Relations

P.O. Box 631

Kingston 6

Or email: hr@nicjamaica.com

We will acknowledge all applications, however, only shortlisted candidates will be contacted.