

MINISTRY OF INFORMATION

POSITION DESCRIPTION

POSITION PROFILE

Job Title: Information Management Coordinator	Department: Ministry of Information
Reports to:	Director Corporate Services
Job purpose: To manage, maintain and update the ministry's Record Management Programme.	

PRINCIPAL ACCOUNTABILITIES

Key results expected from job in order of priority from most important to least important:
1. Establish and monitor records and information management programmes that comply with International Records Management Standards.
2. The development, standardization, creation, classification and updating of the relevant files and collection of documents of the Unit.
3. Maintain an internal database of documentation and consult relevant external databases.
4. Support Records Management research by providing information and documentation of Records Management related subjects.
7. Direct and participate in the development, implementation and maintenance of automated systems for Records Management.
8. Participate in development evaluation and testing of Records Management Unit Emergency and Disaster Operating procedures.
9. Manage and coordinate staff with the Registry/Management Unit where applicable.
10. Other related duties.

TECHNICAL COMPETENCIES

Level of education, skills and training required for the job:

- Bachelor's Degree in the social sciences, preferably with courses in public administration, information systems and / or library sciences.
- Post-Graduate qualifications in library and information sciences or Information Management or Records Management.
- Any equivalent combination of knowledge, skill, abilities, qualifications and experience.

Education, skills and training considered as assets for the job:

- Membership in a professional body such as a library association or records or information management association would be an asset.
- Certification in Records Management is desirable.

Experience required:

- Three to Five years experience in an electronic records management environment.

CORE BUSINESS AND FUNCTIONAL COMPETENCIES REQUIRED

CORE BUSINESS:

- Planning/Organisation
- Results Orientation
- Flexibility/Adaptability

CORE FUNCTIONAL:

- Analytical Skills/Problem Solving
- Communication
- Teamwork and Cooperation

INTERNAL RELATIONSHIPS : Major internal contacts necessary to perform the job.

- Deputy Permanent Secretary
- Director Corporate Services
- Divisional Heads
- Other staff of the Ministry

EXTERNAL RELATIONSHIPS: Major external contacts necessary to perform the job.

- Other Ministries, Departments and Agencies
- The Library Association of Trinidad and Tobago
- NALIS
- National Archives.
- The University of the West Indies Library.
- Other Records Centres.
- Private Sector consulting and contracting firms.