

MINISTRY OF JUSTICE

Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit suitably qualified persons to fill the position of **Records Analyst (PIDG/RIM 4) (vacant)** in the **Documentation Information and Access Services Branch, Corporate Services Division**, salary range \$2,803,771.00 - \$3,770,761.00 per annum.

JOB PURPOSE

Under the management and supervision of the Records Manager, the Records Analyst is responsible for supporting records management best practices, including retention scheduling and file classification in the MOJ. The Analyst also bolsters the RIM process by scheduling and conducting periodic audits of records management systems and procedures.

REQUIRED QUALIFICATION AND EXPERIENCE

- Associate Degree in Library & Information Management, Records Management, Knowledge Management, Public Sector Management, Public/Business Administration, or a related discipline;
- Two (2) years' experience in a Records, Information or Knowledge Management environment.

Kindly submit cover letter and resume along with the name, telephone number and email address of two (2) references, one must be a former/current supervisor ***no later than Friday, February 14, 2025 to:***

Senior Director, Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road,
Kingston 10
or via

Website: joj.gov.jm/careers/apply

The Ministry of Justice thanks all applicants for their interest, but only those shortlisted will be contacted.