



DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

DIRECTOR, DOCUMENTATION INFORMATION & ACCESS SERVICES [GMG/SEG 2] - VACANT

The Department of Correctional Services invites applications from suitably qualified candidates for the post of **Director Documentation Information & Access Services** within the **Registry Section, Information Documentation Access Services Branch, Human Resource Management & Administration Division**. The salary for this position ranges from **\$4,266,270 - \$5,737,658** per annum and any allowance applicable to the post.

We are seeking a strategic and results-driven Director, Documentation, Information and Access Services to lead and manage the organization's documentation, information, and access services functions. The successful candidate will be responsible for coordinating, implementing, and administering the activities of the Registry Section, ensuring that relevant policies, standards, and best practices are effectively implemented to support organizational efficiency, accountability, and service excellence.

The Director will provide strong leadership in the development and management of documentation and records systems, information access protocols, and related services. The incumbent will ensure compliance with applicable policies, legislation, and organizational standards, while promoting efficient records management, information integrity, and timely access to information to support operational and strategic objectives.

KEY RESPONSIBILITIES

Managerial/Administrative:

- Develops the Branch's Operational, Workplans and Budget.
- Plans, develops and establishes policies and procedures, formulates goals and objectives for operations, essential to be effective delivery of information.
- Develops strategy for managing a wide variety of access for information requests.
- Develop long range forecast for records and information management programs with the Department.
- Develop programs for the Branch ensuring staff is effectively utilized.
- Guides and adhere to legal requirements which affect the information of the Department.
- Represents the Department at relevant records management conferences
- Implements the provision of a comprehensive reference service to support the Department and its division need for relevant, timely and accurate information.
- Informs appropriate response to requirements to disclose records because of litigations which specific references to information management.
- Liaises with the Access to Information Unit of the Jamaica Archives and the Records Department on problems arising from the implementation of the Act.
- Represents the Department at relevant Records Management forum and conferences.
- Liaises with the Department's Legal Officer to obtain in-house expert advice and document which are not clearly non-exempt documents.

Technical/Professional:

- Implements the policies, procedures and codes of practice for Access to Information to the Organization's official records.

- Reviews documentation systems, procedures, holdings and equipment to ensure that they support management effectiveness.
- Plans and designs an effective vital records protection and disaster recovery programme to ensure the security, preservation, and continuity of the Department's critical records.
- Initiates review of the Department relevant legislation with regulation policies procedures program and information systems to ensure compliance with the ATI Act and legislation.
- Satisfies the information needs of the Department clientele by reviewing documentation systems procedures to ensure that the support management effectiveness.
- Analyses and appraises the status of records keeping and documentation in the Department and develops and oversees the implementation of modern, professional and technical standards.

Human Resource Management:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and/or initiates corrective action where necessary to improve performance and/or attaining established personal and/or organizational goals.
- Participates in the recruitment of staff for the Branch and recommends transfers, promotion, termination and leave in accordance with established Human Resource policies and procedures.
- Collaborates with the Human Resource Management and Administration Division in developing and implementing a succession planning program for the Branch to facilitate continuity and the availability of required skills and competencies to meet the needs of the Branch.
- Provides leadership and guidance to direct reports through effective planning, delegation, communication, training, mentoring and coaching.
- Guides the welfare and developmental needs of staff in the Branch are clearly identified and addressed.
- Establishes and maintains an environment that fosters a culture of teamwork, employees' empowerment and commitment to the branch and the organization's goals.

Other Responsibilities:

- The incumbent may, from time to time, be assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

Core:

- Excellent oral and written communication skills
- Excellent customer and quality focus skills
- Strong leadership and management skills
- Good problem solving and decision-making skills
- Good conflict management skills
- Very good interpersonal skills
- High level of confidentiality and integrity

Technical:

- Excellent knowledge of Government of Jamaica Records Information Management, conducting records inventory and building records retention schedule.
- Excellent knowledge of Records Management databases and software.
- Excellent Knowledge of relevant legislation (ATI Act and Archives Act).

- Excellent knowledge of the operations of the Government.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Library or Archival Studies plus training in computer information systems with at least five (5) years' experience in the field; **or**
- First Degree and Post-Graduate diploma in Library or Archival Studies and seven (7) years' experience in the field and training in computer information systems; **or**
- Any other combination of training and experience that would yield the necessary skills needed at this level.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Critical deadlines for completion of tasks
- May be required to work beyond the normal working hours
- May be required to work on weekends and public holidays

Interested persons should forward their applications and résumés **NO LATER THAN Friday, May 15, 2026** to the:

Senior Director, Human Resource Management and Administration
Department of Correctional Services
5-7 King Street
Kingston

Email: career@dcsjm.gov.jm

**Subject: Director, Documentation Information & Access
Services [GMG/SEG 2]**

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted.

The Department wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Department.