

EASTERN CARIBBEAN TELECOMMUNICATIONS AUTHORITY (ECTEL)

VACANCY ANNOUNCEMENT

POST OF RECORDS AND INFORMATION MANAGER

Applications are invited from suitably qualified Caribbean nationals for the post of Records and Information Manager at the Eastern Caribbean Telecommunications Authority (ECTEL) based in Saint Lucia.

DUTIES AND RESPONSIBILITIES

These are to:

- Facilitate the development of records system;
- Devise and ensure the implementation of retention and disposal schedules;
- Oversee the management of electronic and/or paper-based information;
- Advise on and implement new records management policies and classification systems;
- Review of policy framework to guide in the management of records;
- Standardize information sources throughout an organisation or group of organisations;
- Manage the changeover from paper to electronic records management systems;
- Preserve corporate memory and heritage;
- Resolve problems with information management by effective use of information technology and other information management resources;
- Working closely with General Counsel on legal and regulatory issues that impact on record keeping;
- Manage and monitor budgets and resources related to records and information management;
- Train and supervise records staff.

QUALIFICATIONS/REQUIREMENTS

- Honours undergraduate degree combined with a Certificate or Diploma in Records Management;
- At least 3 years' experience in a supervisory management position related to recordkeeping;
- An understanding of information technology as it relates to recordkeeping;
- A Master's Degree in Records and or Information Management will be an asset; and
- Good interpersonal and communication skills are necessary.

TERMS OF APPOINTMENT

Contractual appointment set at the level of P3 for a term of one year. The compensation package is free of Income Tax and includes vehicle and housing allowances, and gratuity on successful completion of the contract.

CLOSING DATE

Please send applications, including Curriculum Vitae, certified copies of relevant certificates and the names of two referees, no later than **10th July 2014** to: The Managing Director, Eastern Caribbean Telecommunications Authority, P. O. Box 1886, Castries, Saint Lucia. Fax: 758 458 1698. Email: hr@ectel.int.