



JOB OPPORTUNITY

RECORDS MANAGEMENT OFFICER

ABOUT URCA:

The Utilities Regulation and Competition Authority (“URCA”) is the independent regulator of the Electronic Communications Sector (covering broadcasting, radio spectrum and electronic communications), and Electricity Sector in The Bahamas.

URCA is further strengthening its capacity in the area of Records Management and is seeking to employ a motivated and highly qualified individual to fill the post of Records Management Officer, in URCA’s Human Resources and Administration Department. The position will be based in The Bahamas and will report to the Manager of Human Resources and Administration or designate.

JOB DUTIES:

The Records Management Officer ensures the effective and appropriate management of all of the organization’s records, and helps to improve the organization’s efficiency and preservation of archives for the future. The Records Management Officer will facilitate seamless access for URCA’s staff to accurate records to achieve URCA’s strategic and operational objectives, and will also ensure that URCA’s external stakeholders have access to timely relevant information about matters within URCA’s regulatory jurisdiction.

The successful candidate will be required to:

- Oversee the management of electronic and/or paper-based information;
- Identifying the most appropriate records management resources;
- Providing a policy framework to guide staff in the management of their records and use of the employer's records systems;
- Storing, arranging, indexing and classifying records;
- Maintaining URCA’s file plan to meet administrative, legal and financial requirements;
- Devising and ensuring the implementation of retention and disposal schedules;
- Advising on and implementing new records management policies and procedures;
- Ensuring compliance with relevant legislation and regulations;
- Managing the development of and interaction between paper and electronic records management systems;
- Preserving corporate memory and heritage;

- Training URCA staff on records management policies and procedures, and promoting awareness and use records and information services in the organization through presentations, workshops and publications

QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree from an accredited University/College in Records Management or Business Management/Administration or equivalent.
- Knowledge and experience of records management systems, standards and processes.
- Good working ability of MS Office, including the use of electronic records management systems.
- Knowledge of the data protection legislation will be an asset.
- Excellent communication, interpersonal and presentation skills
- Ability to work independently and as part of a team
- Ability to effectively report on Records Management function (both written & verbal)
- Proven organizational, strategic planning and project management skills

REMUNERATION & BENEFITS:

URCA is a performance driven organisation and offers a competitive and attractive remuneration and benefits package as well as opportunities for career enrichment. Through URCA's various international affiliations, employees have the opportunity for global exposure in the areas of regulation and competition. For more information about URCA, please visit our website: www.urbahamas.bs

INTERESTED?

Applications should be received on or before **January 6, 2017**. URCA thanks all applicants for their interest but only applicants who have been short-listed and have the qualifications and experience requested will be contacted. **Interested applicants should email their resume to:** hr@urbahamas.bs