



Applications are invited from suitably qualified candidates to fill the following positions within the **CORPORATE SERVICES DIVISION**, at the National Land Agency.

**RECORDS OFFICER- LEVEL 3  
(3 VACANT)**

This position reports to the Information Governance Specialist.

**Job Purpose**

Under the Supervision of the Information Governance Specialist, assists with the execution of the functions of the Registry, such as processing mail, filing, data entry, record creation, storage, archival and disposal, in accordance with established standards and guidelines.

**Key Responsibilities:**

***Filing/Registry operations***

- Assist with the compilation of reports prepared monthly
- Receive and signs for incoming mails, records in mail register/system and distribute to relevant recipient.
- Records outgoing mail in register/system, affix appropriate postage fee and dispatch for postage.
- Record, update and track the receipt and dispatch of mail in the computerized mail management application.
- Process enclosures such as cheques/money orders, according to established procedures.
- Retrieves files as required and prepare the relevant charge-out notice before distribution to assignees
- Aids in the improvement and maintenance of the file index system.
- Keeps files current by sorting and filing correspondences/documents
- Creating new files and/or opening new volumes as needed or requested
- Repairing and updating files on return to the registry or when dispatched

***Other Responsibilities***

- Performs other related duties that may from time to time be assigned by the Information Governance Specialist/Supervisor.

**Required Skills/ Competencies**

The post-holder will be able to demonstrate:

- Excellent Interpersonal Skills.

- Sound knowledge of filing and filing systems.
- Competence in the use of relevant computer software.
- Good written and oral communication skills.
- Team player.
- Sound Work Ethics
- Knowledge of Records Management would be an asset

**Minimum Required Qualifications and Experience:**

- Four CSEC/GCE O' Level subjects including, Mathematics and English Language.
  - At least one year's related experience in Document Management/Registry Operations.
- Competence in the use of word processing and spreadsheet software

**Remuneration Package:** - Salary Range: \$ 1,439,455.00 - \$ 1,935,907.00 p.a.

A letter of application accompanied by a Résumé should be submitted no later than

Friday, August 8, 2025 to [jobapplications@nla.gov.jm](mailto:jobapplications@nla.gov.jm) for the attention of:

**The Director, Human Resource Management & Development**

**National Land Agency**

**8 Ardenne Road**

**Kingston 10**

**We appreciate all responses, but only shortlisted applicants will be contacted.**