



# **VACANCY NOTICE**

Applications are invited from suitably qualified persons for appointment to the post of **Senior Records, Archives and Knowledge Management Officer** within the **Eastern Caribbean Supreme Court, Headquarters, Castries, Saint Lucia**.

## **JOB DESCRIPTION**

**JOB TITLE** : Senior Records, Archives and Knowledge Management Officer

**REPORTS TO** : Information Services and Communications Manager

**CLASSIFICATION** : MPP 3

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### **A. DUTIES AND TASKS**

1. Trains ECSC personnel in the use and functions of established records management procedures.
2. Updates the Records Management Programme as required.
3. Conducts business systems analysis as required.
4. Conducts inventory as required.
5. Coordinates the rehabilitation repairs, conservation and production of records.
6. Updates records management procedures as required.
7. Designs, implements and updates the file classification system.
8. Prepares periodic reports as required.
9. Directs and coordinates access, reference, retrieval and disposal activities at the Records Center.

10. Oversees the proper identification and handling of inactive records, including their transfer, storage and retrieval in the Records Center.
11. Prepares performance appraisal reports for the personnel he or she supervises.
12. Develops and maintains disaster prevention and recovery plan for the records.
13. Reviews and oversees quality control procedures to assure the integrity of the records database and accurate consolidation of data sets.
14. Ensures that effective methodologies are used to capture tacit information and to encourage and maintain the participation of Judicial Officers, Management and Staff of the ECSC Headquarters
15. Collaborates with various departments and teams to identify, capture, and document critical knowledge and information assets within the organization
16. Implements knowledge management strategies and processes to ensure efficient knowledge sharing, retrieval, and utilisation across the organization
17. Designs and maintains a centralised knowledge base or repository, using knowledge management tools and systems to organise and categorise information effectively

## **B. SKILLS, KNOWLEDGE AND ABILITIES**

1. Conduct investigative and analytical research.
2. Conduct inventory.
3. Update the file classification system.
4. Conduct business systems analysis.
5. Develop retention and disposal Schedules.
6. Project and Database management skills

7. Develop policies and procedures (inventory, records management, Archive and Knowledge management)

## **C. QUALIFICATIONS AND EXPERIENCE**

Applicants should have the following qualifications:

- A Bachelor's Degree in Records Management, Information Management, Archives and Records Management, or Knowledge Management; and
- A Master's Degree would be an asset.

## **D. REMUNERATION**

Salary will be commensurate with qualifications.

Completed employment **application form**, together with a **cover letter**, **curriculum vitae (CV)**, **two [2] written reference letters** and **certified copies** of documents pertaining to qualifications, should be addressed to:

**The Secretary  
Judicial and Legal Services Commission  
Eastern Caribbean Supreme Court  
2<sup>nd</sup> Floor, Heraldine Rock Building  
The Waterfront  
P.O. Box 1093  
Castries  
Saint Lucia, West Indies.**

To arrive no later than **Friday, 23<sup>rd</sup> August 2024**.

**NB:** Application forms may be downloaded at the Court's Website ([www.eccourts.org](http://www.eccourts.org)). Applications may also be submitted via email to [jisc@eccourts.org](mailto:jisc@eccourts.org). Incomplete applications will not be considered. Unsuitable candidates will not be acknowledged. Candidates meeting the minimum qualifications and experience may not be considered for an interview. Only the candidates with the best qualifications and experience will be shortlisted for interview.