



Oficio No.: ~~329~~ /HRU/MoF/VI/2017

Díli, 29th June 2017

JOB ADVERTISEMENT

I. JOB TITLE: Records Management Officer

II. TERMS OF REFERENCE

Attached.

III. APPLICATION PROCEDURE

Please visit our website at www.mof.gov.tl and go to ‘Employment Opportunities’ to learn about our recruitment process and your application requirements including how to address your application.

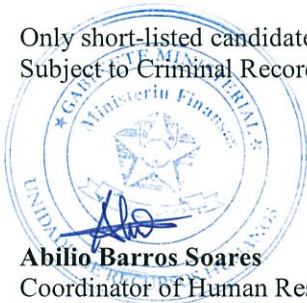
Applications need to be addressed to the Head of Human Resources, at email address, jobs@mof.gov.tl, no later than **17:00 hours Timor-Leste time on Wednesday, 19th July 2017**.

Applications should include (a) **a covering letter** (b) **a detailed resume of no more than 7 pages** and (c) **response to the selection criteria**.

All applicants must answer clearly the selection criteria, that can be found at https://www.mof.gov.tl/wp-content/uploads/2015/11/APPLICATION_PROCEDURE_MoF-Revised-2015.doc delineating how they have met the requirements. We do not expect that you would just cut and paste from your resume but rather explain concisely and succinctly how you have met these competences, possibly providing brief examples etc.

Incomplete applications will not be considered.

Only short-listed candidates will be contacted.
Subject to Criminal Record Check.



Abilio Barros Soares
Coordinator of Human Resources Unit
Ministry of Finance, RDTL



Terms of Reference

Job Title:	Records Management Officer
Objective:	<p>This position will support the implementation and management of records management systems in the Ministry of Finance and supports work units with implementing the records management and archives rules and procedures.</p> <p>The role provides training and supports focal points in the work units and monitors their compliance with the records management and achieves rules and procedures.</p>
Reporting to:	Coordinator of Records Management and Archives Unit
Counterpart(s):	Coordinator of RMA and key person assigned by supervisor
Classification:	C3.1. Specialised Professional (Junior Professional-National only)
Work Unit:	DGCS, DNRMA, Records Management
Work Location:	Ministry of Finance, Edifisiu Central Dili, Timor-Leste
TOR Reference:	12 October, 2016, Coordinator of Records Management and Archives Unit
Duration:	One year initial contract with possible extension depending on performance and institutional needs
Salary:	Up to US\$610 GROSS per month.
Location:	Ministry of Finance, Timor Leste

I. SELECTION CRITERIA

Essential

1. Tertiary qualification – Bachelor’s degree or equivalent.
2. Ability to respond to staff in work unit in a positive way to convey records management concepts in accessible and engaging terms, customer-focused manner, without compromising responsibility to protect MoF records.
3. Excellent organizational and record keeping skills
4. Strong evidence of collaborating with multi-stakeholder teams with internal and external resources.
5. Ability to manage time, cope with high volumes of work and meet deadlines
6. Ability to identify and solve problems effectively
7. Good computer skills, including knowledge of Microsoft and ability to learn new computer systems.
8. Attention to detail and willingness to apply themselves to checking processes and accuracy of documentation
9. The ability to communicate in more than one of the official and working languages (Tetun, Portuguese, English, Bahasa Indonesia).

Desirable

1. Knowledge, understanding and experience of managing records and/or archives.

II. SCOPE OF WORK

DUTIES & RESPONSIBILITIES	PERFORMANCE INDICATORS
1. Work with MoF work units to support the implementation of records management rules and procedures.	<ul style="list-style-type: none"> Focal points trained and advised on how to comply with the rules and procedures. Communicates clearly and knowledgeably technical advice about records management. Timelines met for delivering services Flexibility, initiative and teamwork skills demonstrated. Good customer service and communication skills demonstrated.
2. Identify and recommend records that need to be transferred to the Archives Centre.	<ul style="list-style-type: none"> As Accumulated records identified and follow-up action taken for their transfer. Timely assistance with transfers as required.
3. Coordinate with focal points in the work units and monitor compliance with implementation of records management systems, rules and procedures.	<ul style="list-style-type: none"> Compliance checked and breaches reported. Timely identification of work unit assistance needs and provides technical expertise advice.
4. Classify and code records according to the Rules established procedures.	<ul style="list-style-type: none"> Able to identify record types in the office and correctly apply classifications
5. Maintain records control systems, such as file registers, lists of focal points etc	<ul style="list-style-type: none"> Neat, up-to-date and accurate lists of records developed and maintained.
6. Support the Co-ordinator of Records Management and Archives in carrying out inspections or reviews of work unit records to ensure they are complete and correctly classified.	<ul style="list-style-type: none"> Appropriate cooperation and support provided when assisting and/or conducting records management inspections.
7. Contribute to collection of statistics and reports on activities within records management services.	<ul style="list-style-type: none"> Provide timely and accurate information when required.
8. Assist with archives management or special library as may be required.	<ul style="list-style-type: none"> Willingly assists colleagues in the Directorate at times of pressure.
9. Perform other duties as assigned by the supervisor according to the law	<ul style="list-style-type: none"> Level of satisfaction by the supervisor with completion of tasks.

III. KEY DELIVERABLES

In accordance with the performance indicators listed above.

- Within four weeks of commencement, develop an Activity Work Plan that is consistent with the relevant activities and performance indicators of the Ministry's 5 Year Plan and submitted to Coordinator of Records Management and Archives Unit,
- Quarterly Progress Reports to the Coordinator of Records Management and Archives Unit against the agreed Work Plan;
- End of Assignment report to the Coordinator of Records Management and Archives Unit, no later than 10 working days prior to the end of contract.

IV. PERFORMANCE EVALUATION

The performance of the incumbent will be appraised and evaluated by the Coordinator of Records Management and Archives Unit, using the Performance Appraisal System put in place and monitored by the Human Resource Unit, Ministry of Finance.

This process will include a probation review within two (2) months of the commencement of the contract, regular reporting, ongoing workplace communications, and annual performance appraisal. Performance indicators are in place for all areas within the Ministry, and the incumbent's work will be contributing to the achievement of the priorities as set out in their TOR and in the Ministry's Five Year Plan.