



STAFF RECRUITMENT

The Trinidad and Tobago Securities and Exchange Commission
invites applications to fill the permanent position of:

Records Management Technician (Corporate Services Division - Records Management Unit)

A. Job Summary

The Records Management Technician assists with the development, implementation, maintenance, audit and management of the Commission's Records Management program to ensure efficiency and effectiveness both internal and external to the Commission.

B. Responsibilities / Accountabilities

- Assists with the development and implementation of the Commission's Records Retention and Disposition Schedule.
- Assists with the implementation, enforcement and maintenance of the Records Management Policies and Procedures throughout the Commission.
- Assists with the management and maintenance of the Commission's File Plan, both physically and electronically.
- Researches, analyzes and develops guidelines and procedures for the development and implementation of the Commission's Vital Records Protection Program.
- Assess and classifies records for integration into the records management system, both electronically and physically.
- Performs the role of System Administrator for the electronic records management system and works directly with the Information Management Division on system maintenance, upgrades and malfunctions.
- Assists with the training of Commission's staff on all aspects of Records Management and assist with the development of training materials.
- Assists with the coaching and mentoring of staff, as well as the monitoring and reporting on the performance of junior staff (e.g. provide guidance on assignments and operations; provide input on Performance Appraisals).
- Provides Records Management support and advice on the development and implementation of other information/data repository systems.
- Manages quality control of data in the system and validate data accuracy.
- Performs other job-related duties as required.

C. Minimum Qualifications and Experience

- Bachelor's Degree in Social Sciences, Records Management, Archives or related field.
- Two (2) years' experience in the field of Records Management.
- Any equivalent combination of qualifications, skills and experience will be considered.

D. Competencies

Technical Competencies:	Behavioural Competencies:
<ul style="list-style-type: none">• Knowledge of Records Management and Archival Systems, Filing Systems (manual and electronic) and software applications.• Planning, organizing and scheduling• Troubleshooting• Knowledge of quality control and continuous improvement systems• Good communication and presentation skills• Research Skills• Proficiency in Microsoft Office Suite.	<ul style="list-style-type: none">• Integrity/Confidentiality• Teamwork / Cooperation• Initiative / Drive• Customer Oriented• Results Oriented• Flexibility/Adaptability• Analytical thinking• Interpersonal Understanding

E. Key Contacts

Internal Contacts	External Contacts
<ul style="list-style-type: none">• All Divisions/Departments – Customer support	<ul style="list-style-type: none">• General Public

All applications should be forwarded under confidential cover and addressed as follows:

Vacancy – Records Management Technician

Director, Human Resources

Trinidad and Tobago Securities and Exchange Commission
Levels 22-23, Tower D
International Waterfront Centre
1 Wrightson Road
Port of Spain

Email address: vacancies@ttsec.org.tt

Applications should arrive no later than **August 31, 2025**

The Commission thanks everyone for your interest, however, only shortlisted candidates will be contacted.