

# Senior Knowledge & Information Management Officer (Records & Information Management)

The Central Bank of Trinidad and Tobago (CBTT) has identified the Bank-wide adoption of an enterprise content management system as one of its Strategic Plan priorities and is seeking to recruit an outstanding individual who can lead this effort, and be responsible for the Records & Information Management (RIM) programme. The position reports directly to the Assistant Manager, Knowledge & Information Management.

## WHAT YOU'LL DO

### 1. Risk Manager

You will be responsible for managing information retention and disposition in compliance with CBTT's Information Management/Information Governance Policies; legal, regulatory, contractual, and audit requirements and business needs and recommending appropriate information management strategies.

### 2. Programme Designer

You will design and implement a RIM assessment programme to assure compliance with internal and external requirements.

### 3. Policy Formulator

You will develop Records and Information Management (RIM) policies consistent with the Information Governance framework and associated policies and procedures, and you will be responsible for designing and implementing a system classification scheme and taxonomies.

### 4. Project Manager

You will be responsible for developing, implementing, administering, managing and maintaining an enterprise content management system with records management capabilities, data governance and data privacy and protection programmes.

### 5. Collaborator

You will establish objectives and collaborate with the Financial Information Technology Services Department to meet the requirements for managing repositories and other information assets.

### 5. Supervisor & Coach

You will be responsible for leading a team of qualified professionals.

## QUALIFICATIONS

- A first-degree in Records and Archives, Computer Science, Information Management, or a related field.
- A proven track record with enterprise content management development and implementation.
- At least eight 8 years of experience in Records & Information Management, at least 2 of which are in an ECM environment, with at least 3 years at a supervisory level.

## SKILLS YOU'LL NEED

- Exposure to digital solutions such as Automation / RPA, Process Mapping
- Experience with metadata management and digital information management
- Certification as a Certified Information Professional (CIP), eDiscovery, or Data Management Professional (CDMP) would be considered an asset

## READY TO JOIN THE CBTT TEAM?

If you meet the Bank's requirements and you want to work at a dynamic, premier organisation, apply now by submitting your Cover Letter and Resume to [recruitment@central-bank.org.tt](mailto:recruitment@central-bank.org.tt)

CBTT offers an attractive remuneration package which includes a Group Health Plan, Pension Plan, Employee Savings Plan and other benefits. We look forward to hearing from you.

Kindly address cover letters as follows: Manager, Human Resources, Central Bank of Trinidad & Tobago, Eric Williams Plaza, Independence Square, Port of Spain.

**Closing Date: July 5, 2024**

**We wish to thank all applicants for their interest, however, only those favourably considered will be contacted.**

The Central Bank of Trinidad and Tobago was established by an Act of Parliament on December 12, 1964. At that time it was given the following mandate, which remains its mission statement to this day:

"The Bank shall have as its purpose the promotion of such monetary, credit and exchange policies as would foster monetary and financial stability and public confidence and be favourable to the economy of Trinidad and Tobago."

The Central Bank of Trinidad and Tobago is widely respected as a monetary policy authority and guardian of financial stability grounded in international best practices. Its policies are credible and transparent and inspire confidence in the domestic currency. Its actions foster the growth and development of the economy and improve the well-being of our citizens.