

JOB VACANCY



SENIOR RECORDS OFFICER x 1

JOB PURPOSE

Responsible for managing and maintaining all institute's administrative records by processing incoming and outgoing mail, documents, filing, monitoring file movements, storing files and retrieving them as required to ensure good information management to support decision making.

THE JOB

The incumbent will be responsible for, amongst others, the following Core Accountabilities and Responsibilities:

1. Recommends policies, strategies, processes and procedures for management.
2. Develops a records management system and draws guidelines of both manual and electronic records.
3. Processes and files records to ensure safety and accessibility.
4. Conducts reviews of records procedures to ensure the security, safety of information and compliance.
5. Composes and submits reports advising of review findings to ensure compliance and improvement in records management.
6. Supervises Staff.
7. Manages the file movement cards to ensure easy tracking of files and archives old records.
8. Audits the record management process to ensure improvement in records management.
9. Keeps abreast of development in the field of records management to ensure continuous professional development.
10. Ensures daily work quality performance and train other users to create and maintain databases.
11. Performs such other related activities directed by supervisor

POSITION REQUIREMENTS

Qualifications:

Bachelor's Degree in Records Management

Experience:

At least three (3) years post qualification experience in records management environment.

Competencies:

- Exceptional communication skills.
- Good interpersonal skills.
- Knowledge of best practice records management.
- Customer service orientation.

Key Performance Areas

1. Accuracy of documentation.
2. Effective security of records.
3. Adherence to records management systems.
4. Maintenance of both manual and e-records.

If you believe you are suitable for the role, please send your application letter, CV, Certified copies of Omang, certified copies of certificates and contact details of referees to the following address. Successful candidates will be placed across different NARDI workstations country wide.

Email address: recruitment@testrite.co.bw
SUBJECT: INDICATE THE JOB TITLE OF THE POSITION YOU ARE APPLYING FOR.
Applications Closing Date: 15 TH MAY 2024

ONLY SHORTLISTED CANDIDATES WILL BE RESPONDED TO

