

Position: Assistant Records Officer

Reports to: Senior Records Officer

Duties:

1. To assist the Senior Records Officer and Records Officer in the day-to-day operations of the Registry.
2. To retrieve and conduct searches for files assigned to them by the Senior Records Officer.
3. To stamp documents assigned to them for registration.
4. To file documents on relevant files and forward them for action by relevant officers.
5. To perform any duties assigned by the Senior Records Officer and Records Officer.

Qualification and Experience:

- An Honors Degree in Librarianship and Information Science, information Technology or Records Management with at least relevant experience in records Management of 3 years in a busy registry.

Key Outputs:

1. New files opened and documents filed.
2. Documents stamped and processed and forwarded to action officers.
3. Files retrieved and stamped for action officers.
4. Supervise data entry.
5. Collect files from action officers and take them back to the registry for shelving.

Personal Specification:

- Records Management skills and computer literate.