

**Job Title: Senior Records Officer (2) positions**

**Reports to: Manager, Business Registration**

**Job Purpose:** To effectively and appropriately manage the storage, retrieval and safety of records and ensure accountability for all records in the central registry

**Major Responsibilities:**

1. Assists in the planning, development and implementation of strategies for management of records, provides policy advice and direction regarding storage, safety and accountability for all records in the registry in accordance with the Information Act and other relevant policies and procedures of URSB.
2. Assists in the design and control of internal operations systems, workflow processes and procedures for tracking records movement in and out of the registry.
3. Implements appropriate, efficient and cost effective procedures and work methods for the security of the central registry
4. Assists in the development and implementation of an efficient classification and indexing scheme with better search engines that ease retrieval of files without delaying other registry activities.
5. Manages inventory planning for the central registry to ensure accountability for all files in the business directorate.
6. Notifies management of adequacy of URSB's records policy or any gaps thereof in order to up-to date it in line with the evolving laws and regulations and the needs of the organisation.
7. Supervises all records management operations, appraise staff and manage the performance and development of staff in line with the Human Resource Regulations
8. Performs any other duties as assigned by the Head Central Registry.

**Person Specifications**

- a) An Honours degrees in Library and Information Science, Records and Archives Management, Information Technology but with working experience in Library /Archives Management.
- b) Five (5) relevant working experience in a reputable organisation, one (1) of which at a supervisory level.
- c) Ability to use the computer
- d) Ability to work independently
- e) Leadership, communication and Interpersonal skills
- f) Ability to work in a team

**Key Competencies and Skills:**

- a) Computer knowledge.
- b) Good communication skills.
- c) Supervisory skills
- d) Customer cares skills