



## JOB TITLE: RECORDS MANAGEMENT ASSISTANT

- FULL TIME

- Dar ES Salaam

### Overview

The Records Management Assistant will ensure safe custody of documents and records; File, archive and retrieve the service's records; Index and update documents; and in charge of retention, preservation and destruction of the Service's records among other responsibilities.

### KEY RESPONSIBILITIES:

- To check data/information for authenticity, completeness and accuracy;
- To process, store and retrieve data;
- To handle quarries relevant to records keeping;
- To maintain safety of equipment and records (documents);
- To participate in the preparation of monthly, quarterly and annual report on records management of the Bank;
- To identify essential working tools for the records management unit;
- To collect and deliver mail;

- To perform any other related duties as may be assigned by Supervisor.

#### QUALIFICATION , KNOWLEDGE AND EXPERIENCE REQUIRED:

- Holder of Diploma in one of the following fields; Records Management, Archives or equivalent qualifications from a recognized
- Working experience of at least four (4) years in related field.
- Demonstrated proficiency with records management systems and databases.
- Strong attention to detail and accuracy.
- Excellent organizational skills
- Strong communication and interpersonal abilities
- Proficient in Microsoft Office Suite (Word, Excel) and records management
- Familiarity with government records retention schedules and regulations will be an added

#### QUALIFICATION AND EXPERIENCE REQUIRED:

- University degree in Business Administration, Statistics or Economics and relevant professional qualifications in banking, finance, or marketing.
- Minimum of 3 years relevant working experience in a similar position
- Computer literacy and knowledge of new evolving technology systems

#### MODE OF APPLICATION AND CLOSING DATE:

Job applicants are required to apply for this employment opportunity through; the TADB career portal: <https://www.tadb.co.tz/careers/> or send an email to [careers@tadb.co.tz](mailto:careers@tadb.co.tz)

**Please note:** applicants are required to attach the following for their respective applications:

- **Application letter** showing how you meet the requirements of the position and the Zone you are applying for
- An up-to-date **Curriculum Vitae**
- Contacts stating name in full, physical address, telephone numbers, and e-mail addresses of the candidate
- **Certified copies** of relevant certificates
- Names and full contacts of three (3) referees

TADB is an equal opportunity employer. The Bank does not engage in practices that discriminate against any person employed or seeking employment.

TADB fosters the strength and health of its workforce through a competitive benefits package, professional development, and policies and programs that support a healthy work/life balance.

*Join our workforce to make a positive difference for others – and yourself.*

**Closing date:**

Applications should reach the undersigned no later than **4.00 pm on Friday, 03rd May 2024** For further information, please visit the Bank's website: [www.tadb.co.tz](http://www.tadb.co.tz)

*Only shortlisted candidate will be contacted.*

*Join our workforce to make a positive difference for others – and yourself)*

[\*\*Apply Here\*\*](#)