



JOB TITLE: Records and Archives Officer

Job ID: 10180

Location: Dar es Salaam, TZ

Area of interest: Human Resources

Job type: Fixed Term Worker

Work style: Office Working

Job Summary

The Records and Archives Officer will be responsible for the effective management, organization, and preservation of records and archives for the duration of the contract. This role involves overseeing the entire records lifecycle with a focus on reviewing of existing records to validate retention period of documents, Content of files and Disposal of records identified to be due for destruction as well as creating a data base for all existing files to be retained and those to be destroyed.

Key Responsibilities

- Maintain the security, confidentiality, and integrity of all physical and electronic records in accordance with Bank Policies and statutory requirements.
- Retrieval of Records for digitisation

- Develop, implement and monitor recordkeeping systems/data bases, procedures and methods and recommend improvements on existing ones where necessary to facilitate efficient team/unit operations in line with Bank standards, policies and procedures.
- Assist with all other project related duties as directed by specialist delivery manager and any other assigned member of the HR team to the project.
- Scan the Records and create digital version.
- Destruction of physical records post digitisation
- Identification of missing records
- Creation of Index for retaining records.
- Store the digital records in secured shared folder

Internal:

- Head of HR
- Specialist Service Delivery Manager
- Resourcing specialist
- Supply Ptr, Workplace (NEW)

External:

- TopArchive Records Management

Skills and Experience

- Attention to Detail
- Communication
- Organizational Ability
- Ability to work well under pressure
- Problem Solving
- Records Management
- Administrative skills
- Analytical Skills

Qualifications

- Bachelors Degree in a related discipline
- 1- 5 years' experience within record management space

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