

Exciting Career Opportunity!

We are currently seeking to recruit Records Management Officer (Dar es Salaam)

The successful candidate will be responsible for the following duties and responsibilities:

- Develop and maintain a comprehensive records classification system to ensure easy retrieval and secure storage of records.
- Organize both physical and digital records in accordance with company policies and industry standards.
- Implement systematic indexing and filing procedures for documents, correspondence, contracts, reports, and other relevant records.
- Establish and implement a records retention schedule based on legal, regulatory, and organizational requirements.
- Coordinate the secure and timely disposal of records that are no longer needed, ensuring compliance with data protection and privacy laws.
- Oversee the secure destruction of confidential records, ensuring no unauthorized access.
- Advise Management on best practices for records management and legal obligations regarding record-keeping.
- Develop procedures to facilitate the quick and efficient retrieval of records in response to internal and external requests.
- Supervise and provide training on the handling of records/archives by agencies, staff, and volunteers.
- Provide support to employees, managers, and external parties in locating and retrieving records as needed.
- Maintain access control to sensitive or classified records, ensuring appropriate security measures are in place.
- Oversee the transition from paper-based to digital records where applicable, including scanning, indexing, and archiving documents in electronic formats.
- Ensure the integration of records management systems (physical and digital) with relevant enterprise software and databases.
- Stay updated on emerging trends in records management technology and recommend upgrades or improvements.
- Prepare regular reports for management regarding records management activities, compliance status, and risk mitigation efforts.
- Serve as the primary point of contact for record-related inquiries within the organization.

Qualifications and Experience Required:

- Bachelor's degree in Records Management, Information Science, Library Science, Business Administration, or related field.
- Minimum of 3 years of experience in records management or a related field, with a strong understanding of records lifecycle management.
- Experience with records management software, electronic document management systems and database management.
- Certified Records Manager (CRM) or other relevant certifications is an added advantage.

Knowledge and skills required for the job:

- Strong organizational and time-management skills.
- Excellent attention to detail, accuracy and ability to manage large volumes of information.
- Sound knowledge of legal and regulatory requirements related to archiving and records management.
- Passion for championing and offering excellent customer service.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and records management software.
- Good interpersonal and outstanding communication skills, both written and verbal, for reporting purposes.
- Results driven self-motivated personal.

Reports to: General Internal Services Manager

Deadline for submission of application is 13th December 2024.

All applications (include application letter, Resume, academic and professional certificates) should be sent through jobs@amanabank.co.tz

Only shortlisted candidates will be contacted.

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