

Terms of reference for Record Keeper

Job holder name:	Designation: Record Keeper
Job grade: S2	Directly reports to: Head of Division/Unit/Branch

Job purpose {define the key aspects of the role briefly – why does the job exist?}

Authenticate and appraise historical documents and archival materials. Record Keeper is responsible for safe and proper record keeping of vouchers/Bank properties, etc... they also exist to providing support services to the employees under the vertical.

Key responsibilities {define the key responsibilities of the job}

1. Dispatch and collection of official letters.
2. Updating and preparing utility bill payments.
3. In the absence of messengers, take over the charge and ensure all the works related to the messenger are completed on time.
4. Safe and proper record keeping of vouchers/Bank properties, etc...
5. Provide reference services and assistance for users needing archival materials.
6. Administer policy guidelines concerning public access and use of materials.
7. Perform other duties as assigned by the Supervisor/Reviewer.

Experience & knowledge required {define the experience & knowledge required to do the job}

Qualifications: As per announcement criteria.

Knowledge and skills: Able to work under minimal supervision and be proactive and initiative. Effective time management skills. Excellent interpersonal skills. Strong communication skills. Ability to perform multiple tasks and work under pressure with a wide range individuals and institutions. Maintenance of confidentiality at all times. Detail oriented and high degree of accuracy. Competence with computers.

Approvals {signatures in this section denote agreement to the job description}

Designation	Signature	Date
Job Holder		
Immediate supervisor		
Human Resources		

