

Job Title: Record Keeper	
Reports to	
Function:	Authenticate and appraise historical documents and archival materials.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.
Accountabilities/Responsibilities	
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.	