

JOB TITLE: REGISTRY CLERK (1post)**JOB PROFILE**

Job Title:	REGISTRY CLERK
Job Reference	TSCCS:R.C.10/2024
Department:	HUMAN RESOURCE & ADMINISTRATION
Reporting to:	REGISTRY OFFICER
Location	HEAD OFFICE

JOB DESCRIPTION

Reporting to the Registry officer, the job holder will ensure that records management is a discipline which utilizes an administrative system to direct and control the creation, version control, distribution, filing, retention, storage and disposal of records, in a way that is administratively and legally sound, whilst at the same time serving the operational needs of the SACCO and preserving an adequate historical record.

DUTIES

- Ensure implementation of the records management guidelines, procedures, standards and policies
- Reorganizing files and documents in view of maintaining the most efficient and effective document retrieval and accessibility.
- Preparing and maintaining records inventories both manual and electronic and keeping the inventory register up to date.
- Maintaining and creating clear, secure, accurate and reliable records
- Managing files and their movements
- Ensuring orderliness and security of the registry.
- Collaborating with branches in ensuring preservation of long term temporary and permanent electronic records including migration as necessary.
- Ensuring that all obsolete records are disposed or transferred in accordance with applicable disposition policies and procedures.
- Perform general Registry duties such as sorting, preparing members circulars and notices for dispatch, attending to registry related enquiries.
- Ensure compliance with relevant legislation and regulations on confidentiality of Data.
- Any other duty that may be assigned by the Registry Officer, Head of HR, C.E.O. or any authorized officer.

BACKGROUND REQUIREMENTS

- 1) Strong management, negotiation and report writing skills;
- 2) Computer literacy and familiarity with standard office computer applications;
- 3) Excellent interpersonal and communication skills;
- 4) Ability to work under pressure and meet deadlines.
- 5) Excellent organizational skills

6) Results driven and customer focused

7) Possess strong analytical skills

PREFERRED QUALIFICATIONS

Formal Qualifications

- Diploma/Higher diploma in Records Management or Business Information Management. A degree in a related field will be an added advantage.
- Demonstrable working Knowledge of DMS or, EDMS
- Possess working knowledge of computerized office
- KCSE (C Plain) with C (plain) in English
- Minimum of Three (3)years' experience in record management in a reputable firm or financial institution shall suffice.

PERSON SPECIFICATIONS

- Be of exemplary integrity and honesty
- Be between 24-35 years of age.
- Must be a team player
- Proficient and forward thinking
- Analytical with a hands-on approach to monotonous task.
- Self-driven and results oriented.
- Demonstrate integrity and professional competence
- Excellent organization skills
- Good communication and interpersonal skills.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Only shortlisted candidates will be contacted and they will be required to provide the following upon being successful;

- 1) Clearance certificate from the Ethics & anti-corruption commission (EACC)
- 2) Tax compliance certificate from the Kenya Revenue Authority (KRA)
- 3) A valid certificate of good conduct
- 4) Clearance certificate from the Higher Education Loans board (HELB)
- 5) Clearance certificate from the Credit Reference Bureau (CRB)