

ADVERT NO. NG-CDFB/023/2022: RECORDS MANAGEMENT OFFICER ~ NG-CDF SCALE 6 (1 post)

a) Requirements for Appointment

For appointment to this position, a candidate must have:

- i. Bachelor's degree in Record Management, Archiving, Office Administration, or related field from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

b) Duties and Responsibility

The Records Management Officer will report to the Manager, Human Resource and Administration and will be responsible for the following:

- i. Leading, planning and managing the Board's records for both the core mandate and administrative records;
- ii. Advise the Manager, Human Resource and administration on adequacy of documentation space, management of records and any other projected operational requirements;
- iii. Facilitate communications to the Manager, Human Resource and administration officer on matters relating to records and ensure that records/information assets are managed in a manner that ensures accountability and mitigates records-related litigation risks;
- iv. Adhere to the Board's policy and guidance on record-keeping in accordance with the strategic plan and the National Archives records management requirements;
- v. Coordinate with Heads of Departments to ensure records creation, maintenance, use, and disposal are in accordance with the set guidelines to promote effective records management throughout the Board;
- vi. Prepare reports on all records, administer their movement and deal with enquiries and requests for information from both internal and external clients;
- vii. Destroy or archive data/records in compliance with legal or administrative requirements;
- viii. Devise and ensure the implementation of retention and disposal schedules;
- ix. Ensure successful implementation of the records module of the NG-CDF Management Information System; and
- x. Any other duty as may be assigned by the supervisor.

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: www.ngcdf.go.ke or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5th Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

Candidates must submit the following documents alongside application

- i. Police Clearance (Certificate of good conduct);
- ii. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;
- iii. Clearance from Kenya Revenue Authority;
- iv. Clearance from Higher Education Loans Board (HELB);
- v. Clearance from a reputable Credit Reference Bureau.

NOTE

- i. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- ii. Applications containing false information shall be disqualified.
- iii. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- iv. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- v. Only shortlisted and successful candidates shall be contacted.
- vi. Canvassing in any form will lead to automatic disqualification.
- vii. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- viii. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: -

The Chief Executive Officer
National Government Constituencies Development Fund Board
Harambee Cooperative Plaza, 5th Floor (Junction of Haile Selassie Avenue & Uhuru Highway)
P.O. Box 46682-00100
NAIROBI