

MWENEZI RURAL DISTRICT COUNCIL



All correspondence to be addressed to
The Chief Executive Officer



VACANCY: RECORDS AND INFORMATION CLERK (GRADE 6).

Applications are invited from suitably qualified and experienced candidates to fill the above vacant post that have arisen within Mwenezi Rural District Council.

QUALIFICATIONS AND SPECIFICATIONS:

1. At least a Higher National Diploma in Records and Information management from a reputable University.
2. Must be computer proficient.
3. The ideal candidate must be at least 25 years.
4. At least 3 years' relevant post qualification experience in a Local Government Environment.
5. Clean criminal record.

DUTIES AND RESPONSIBILITIES:

- a. Process file and organize records and files according to Mwenezi RDC policies and procedures in both computer and paper filing systems.

- b. Providing information to clients while following Mwenezi RDC guidelines and also observing legal restrictions on information sharing.
- c. Creating and maintaining a records management system.
- d. Performing data entry tasks.
- e. Updating existing records.
- f. Maintaining company archives.
- g. Retrieving information from the filing system when requested.
- h. Maintaining up-to-date logs, including information about file changes or who has access.
- i. Scanning and uploading files to create digital copies of physical records.
- j. Processing and file copies of incoming and outgoing physical correspondence.
- k. Conducting routine verification to ensure integrity of the filing system.

Interested persons should submit their applications and detailed CVs including three (3) contactable references together with certified copies of academic and professional certificates, birth certificate and National ID not later than **01 July 2024**. Women are encouraged to apply.

To: The Chief Executive Officer
Mwenezi Rural District Council
P.O. Box 46, Neshuro

Only applicants who meet the above mentioned requirements will be shortlisted for interviews.