



Azima Sacco
YOUR GROWTH. OUR COMMITMENT

P.O.BOX 1124-01000, THIKA. TEL: 0714 479004, 0716, 902160, 0729 953588

info@azimasacco.co.ke, www.azimasacco.co.ke

CAREER OPPORTUNITY:

Applications are invited from suitable and qualified Kenyan citizens for the vacant position of: -

RECORDS OFFICER.

Job Purpose:

The holder of the position must ensure that the customer data both manual and electronic and all related records are securely stored.

Ensure orderliness and ease of access to the customers' records and the operations of the registry are handled in adherence to the law and policies, rules and regulations of Azima Sacco Ltd.

Duties and Responsibilities:

- i) Design, develop and maintain sound filing systems, business classification schemes and undertake record surveys from time to time.
- ii) Implement digitalization of the records management set up processes for proper automated filing.
- iii) Ensure effective implementation of the requirements of the Data Protection Act.
- iv) Establish records retention and disposal schedules in line with the law, Sacco policies and general best practices.
- v) Ensure preservation of Sacco memory and heritage.
- vi) Advice regularly on new records, management practices, policies and processes.
- vii) Ensure compliance with relevant legislation and regulations.
- viii) Implement KYC Principles as relates to the registry.
- ix) Hold efficient custody of all files, Data (records) and assets within the registry.
- x) Prepare and make various monthly reports as would be advised or required by the management from time to time; and as may be required by the ministry and statutory bodies.
- xi) Effectively implement records management system and overall information preservation in line with the Data Protection Act, the Sacco Policies, Rules and Regulations.
- xii) Perform any other duties as may be assigned from time to time.

Qualifications:

- i) Bachelor Degree in Records/Information/Library Science/Archives Management from a recognize institution with 3 years' experience.
- ii) Diploma in Records/Information/Library Science/Archives Management from a recognize institution with 5 years' experience.
- iii) Computer proficiency.
- iv) Age of 28-40 years.

Personal Attributes:

- i) Excellent interpersonal skills.
- ii) A team player.
- iii) Able to work under pressure with minimum supervision.

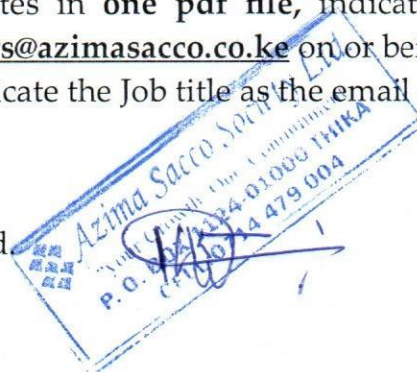
NB: This position will be reporting to Chief Executive Officer.

Application Instructions:

Interested candidates should submit their cover letter, Curriculum Vitae, professional and academic certificates in **one pdf file**, indicating the current and expected salary to careers@azimasacco.co.ke on or before **21st November, 2023** by 5:00p.m. Indicate the Job title as the email subject.

All applications should be addressed to;

The Chairman,
Azima SACCO Society Limited
P.O.BOX 1124 – 01000.
THIKA.



- Canvassing will lead to automatic disqualification and only shortlisted applicants will be contacted.

DATED: - 6th November 2023.