

## **RECORDS MANAGEMENT OFFICER I, JOB GROUP ‘K’ – (1 POST)**

### **Salary Scales:**

**Kshs. 31,020x1,560-32,580x1,620-34,200x1,710-35,910x1,800-37,710x1,890-39,600x1,990-41,590P.M**

### **(a) Duties and Responsibilities**

An officer at this level may be deployed in a Ministry/Department headquarters, Provincial or District Office to head a registry. Specific appropriately filed and marked to action officers; controlling and opening of files and updating file index; ensuring security of information/files in the registry; up-dating and maintaining up-to-date file movement records; and ascertaining the general cleanliness of the registry. The officer will guide and supervise staff working under him or her.

### **(b) Requirements for Appointment**

For appointment to this grade and officer must have:-

- (i) served in the grade of Records Management Officer II or in a relevant and comparable position in the Public Service for a minimum period of three (3) years;
- (ii) a Diploma in any of the following Records/Information Management, Information/Library Science or equivalent qualification from a recognized institution; and
- (iii) shown merit and ability as reflected in work performance and results.

## **SENIOR RECORDS MANAGEMENT OFFICER, JOB GROUP ‘L’ (1 POST)**

### **Salary scales:**

**Kshs. 35,910x1,800-37,710x1,890-39,600x1,990-41,590x2,070-43,660x2,220-45,880P.M.**

### **(a) Duties and Responsibilities**

An officer at this level may be deployed in a Ministry/Department headquarters, Provincial or District Office to head a registry. Specific duties and responsibilities will include ensuring that file covers are well maintained; documents are carefully handled; pending correspondence and bring-ups are checked and appropriate action taken; mails are received, sorted, opened and dispatched and related registers are maintained. In addition, the officer will initiate appraisal and disposal of files/documents in liaison with National Archives and Documentation Services; ensure security of information, documents, files and office equipments; and supervise, guide, and develop staff working under him/her.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Records Management Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) Shown merit and ability as reflected in work performance and results.