MINISTRY OF HEALTH

JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Records Officer
JOB GRADE:	PIDG/RIM 2
DEPARTMENT:	Information & Documentation
REPORTS TO:	Registrar/Manager Information & Documentation
MANAGES:	N/A

This document is validated as an accurate and true description of the job as signified below

Gary Campbell

Employee _____ Date _____

Head of Department/Division _____ Date _____

Date received in Human Resource Division _____ Date created/revised _____

JOB PURPOSE
To ensure that information is organized and stored using the established system for easy access.

KEY OUTPUTS

1. Files retrieved and dispatched.
2. Files re-shelved.
3. Minute sheet updated and enclosures numbered.
4. Inactive records removed from shelves and prepared for secondary storage.
5. Records inventory.
6. Correspondence filed
7. New files created.

KEY RESPONSIBILITY AREAS

1. Ensures all files, minutes, enclosures are numbered accordingly and are in correct order.
2. Inventory of records.
3. Ensures files requested are dispatched and files returned are re-shelved.
4. Locates charge out cards and replace on returned files.
5. Filing correspondence & charge out cards.
6. Creates new files.
7. Removes inactive records from shelves.

PERFORMANCE STANDARDS

1. Quick Response
2. Accurate & Structured filing is maintained.
3. Accurate records of the movement of files.
4. Correspondence recorded on minute sheets
5. File jackets changed when needed
6. Files closed when bulky

7. Enclosures numbered
8. Accurate filing and shelving

REQUIRED COMPETENCIES

Functional/Technical Competencies
Knowledge of good office practice and procedure
Knowledge of records management techniques
Knowledge of MOH Registry procedures
Knowledge of Access To information Act and the Official Secrets Act

Core Competencies	**Levels**
Oral communication skills	2
Good written Communication skills	2
Good interpersonal skills	2
Customer and quality focus	2
Confidentiality	2
Teamwork and cooperation	2
Integrity	2
Initiative	2
Methodical	2

MINIMUM EDUCATION AND EXPERIENCE REQUIRED

- 4 ‘O’ Level including English.

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Dust Nuisance
- Poor Ventilation
- Confidentiality