


ASSISTANT MANAGER, RECORDS

 <p>Insurance Regulatory Authority Bima Bora Iwa Taifa IRA</p>	JOB TITLE	Assistant Manager, Records
	DIRECTORATE	Corporate Services
	DEPARTMENT	Administration
	GRADE/LEVEL	IRA 5
	IMMEDIATE SUPERVISOR	Manager, Administration

a) Job purpose

The position is responsible for developing, planning and implementing effective records management and appropriate management of Authority's records from documents creation, updating file index; ensuring security of information/files in the registry; up-dating and maintaining up-to-date file movement records, through to their disposal.

b) Job specifications

Duties and responsibilities will entail:

I. Managerial/Supervisory responsibilities

- i. Prepare and implement records management policies, strategies and procedures for effective service delivery
- ii. Oversee the management of electronic and / or paper – based information
- iii. Designing and developing filing systems that will ensure appropriate access to information while ensuring compliance with relevant legislation and regulations;
- iv. Ensuring that financial, legal or administrative requirements and regulations are complied with.
- v. Ensuring that data is protected, classifying and indexing reports, destroying or archiving finished data/records.
- vi. Ensuring that records are easily accessible when needed.
- vii. Supervision of the Authority's Records Management Office, filing systems, facilities, equipment and tools
- viii. Preparation and implementation of the Section's annual budgets, annual work plans, procurement and disposal plan in compliance with the applicable laws and regulations;
- ix. The implementation of Quality Management System, risk management and knowledge management in the Section;
- x. Mentorship and coaching of staff within the Records Management Section.

II. Operational Responsibilities / Tasks

- (i) Coordinate the implementation of developed policies, processes and procedures within the department;
- (ii) Coordinate and monitor the performance of the Records Management section to ensure that activities are in line with the overall strategy of the organization.
- (iii) Coordinating the performance appraisal of staff within the Records Management Section to ensure attainment of Authority's deliverables
- (iv) Monitoring budget implementation within the department and advise on expenditure
- (v) Coordinate the activities of the Authority's registries and to ascertain safe custody of all records;
- (vi) Participate in the preparation and implement departmental budget
- (vii) Set performance targets and undertake performance appraisal for direct reports.
- (viii) Prepare monthly quarterly and annual reports for the department
- (ix) Ensure proper management of records, disposal and destruction procedures as provided for by the government policies and procedures.
- (x) Coordinate the provision of outsourced services under records management such as mail delivery systems
- (i) Management of Authority's correspondences, receiving, identifying, classifying, indexing, arranging, distribution and storing of records
- (ii) Guiding all staff in the management of their records and use of the Authority's records management system
- (iii) Ensure the registry is cleaned and fumigated regularly to rid of dust and pests that can destroy files and records
- (iv) Timely response to internal and/or external information enquiries
- (v) Manage the delivery and distribution of mail to all stakeholder
- (vi) Ensure proper management of archived and closed files, disposal and destruction procedures as provided by the Government Policy and procedures
- (vii) Maintain, review and document records systems
- (viii) Maintain records safety and access control measures
- (ix) Supervise the digitization of the Authority's records
- (x) Maintain file records using file index and file movement register

c) Person specification

- i. Masters' degree Information Science Management, Records Management or any of the Social Sciences plus a Certificate in Records Management/Information Management or other relevant and equivalent qualifications from a recognized Institution;
- ii. Bachelors' degree in any of the following disciplines: - Information Science Management, Records Management or any of the Social Sciences plus a Certificate in Records Management/Information Management or other relevant and equivalent qualifications from a recognized Institution;

- iii. At least six (6) years relevant work experience;
- iv. Management Course lasting not less four (4) weeks; and
- v. Meet requirements of Chapter 6 of the Constitution.

d) Competencies and skills

- (i) Strong negotiation skills
- (ii) Strong communication and presentation skills
- (iii) Good mentorship and coaching skills
- (iv) Leadership and supervision skills