



REGISTRY CLERK – JOB DESCRIPTION

SALARY SCALE: (P6)

Overall Responsibilities

Reporting to the Assistant Registration Officer, the Registry Clerk will be required to execute a records management system in order to facilitate safe physical and digital storage and easy retrieval of information for the Agency.

Specific Duties:-

- Sorting and Filing of Documents
- Shelving and shelf Reading
- Searching and Provision of Documents
- Files records in accordance with the Agency classification system
- Retrieves files as requested by authorised staff
- Records files released on file movement card, entering required details of file, for tracking purposes
- Maintains files in good condition
- Disposes old records according to the set policy and procedures
- Opens new files as required by the supervisor
- Runs mail errands
- Dusts filing shelves and surrounding areas so that records are safeguarded

Qualifications

- Full Grade 12 Certificate
- Minimum of Certificate in Records Management or related field.
- Minimum of two (2) years relevant work experience
- Computer literate in Microsoft word, excel, power point etc

Key Attributes and Skills

- Client service orientation and relationship building capabilities
- Assertive, pro-active and committed to high standards of service delivery
- Ability to work under pressure
- Ability to self-motivate and motivate a team