JOB ADVERTISEMENT.

RECORDS AND ARCHIVES OFFICER.

Job Profile:	
Job Title:	Records and Archives Officer.
Department:	Operations.
Reports to:	Records and Archives Administrator.
Location:	Dimkes DT Sacco Head Office.
Terms of Employment:	2 years Contract.
Start date:	Immediately.

Role Purpose:

The job holder will be responsible for managing, organizing, and safeguarding organizational records and ensuring that a functional document management system is in place for the society's documents in compliance with the society registry policies and the data protection policies and regulations.

Key Responsibilities:

- Classify, store, retrieve, and archive records (physical & electronic).
- Ensuring that the information in the hard copy matches the report in the system and in compliance to the KYC policies.
- Updating customer's files and ensuring that the information is correct and up to date.
- Undertaking the retrieval of all records on request basis.
- Maintaining efficient registry in line with the society's policies and data protection.
- Ensuring accurate records of file movement within the society
- Spearheading the upgrade of an electronic registry and its maintenance.
- Putting in place an efficient system for archiving documents.
- Support departments with records-related queries.
- Ensure compliance with records retention policies and laws.
- Oversee secure disposal of records.
- Preparing monthly reports on the society's records management
- Any other task delegated.

Ideal Job Holder Specifications:

Academic:

- Diploma in Business related field, Records Management, Information Management, Library Science.
- A Degree of the above will be an added advantage.

Desired Work Experience:

- At least One (1) year working experience.
- Experience in records or information management (preferred).

Attributes:

- Knowledge of records management systems and retention schedules.
- Good communication and interpersonal skills.
- Good analytical and organizational skills.
- Attention to detail and confidentiality.
- Uphold integrity and results oriented.

How to apply;

- Application should be submitted through careers@dimkessacco.co.ke by **23rd February 2026.** Only shortlisted candidates will be contacted.
- Clearly indicate your **Current** and ***Expected salary*** in the cover letter **(Mandatory).** Also indicate the **position** applied on the **subject line**.
- Successful candidates must fulfill the requirements of chapter six of the constitution of Kenya 2010.