

**Senior Records Management and Information Officer**  
**REF: NSDCC/15**

<b>Job Title</b>	Senior Records Management and Information Officer
<b>Grade</b>	NSDCC 6
<b>Contract Term</b>	3 Years renewable, subject to satisfactory performance
<b>Corporation/Organization</b>	National Syndemic Diseases Control Council
<b>Directorate</b>	Human Resource Management and Administration
<b>Department</b>	Administration
<b>Location / Workstation</b>	Headquarters, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal Administration Officer
<b>Direct Reports</b>	Records Management and Information Officer
<b>Job Purpose</b>	
Responsible for organizing, maintaining information, preservation and the development and maintenance of record retention and disposal procedures in line with the set data standards.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<ol style="list-style-type: none"> <li>1. Providing security of information, documents, files, records and office equipment in a registry/archive;</li> <li>2. Receiving, sorting, opening, and dispatching of letters and files and ensuring related registers are maintained;</li> <li>3. Sorting, classifying and indexing of documents for filing;</li> <li>4. Ensuring storage, updating and maintenance of personnel records and file index;</li> <li>5. Monitoring the opening of confidential and secret files;</li> <li>6. Providing custody and Maintenance of Council's documents;</li> <li>7. Facilitating file movement and ensure records are updated and maintained; and</li> <li>8. Ensuring Digitization of the Council's documents for circulation and archiving.s</li> </ol>	

<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Bachelor's Degree in any of the following disciplines: Records Management, Information Management, Information Science or equivalent qualifications from a recognized Institution.
<b>Professional Qualifications / Membership to professional bodies</b>
<ol style="list-style-type: none"> <li>1. Membership in a relevant professional body.</li> <li>2. Supervisory course from a recognized institution.</li> </ol>
<b>Previous relevant work experience required.</b>
At least four (4) years relevant work experience.
<b>Functional Skills, Behavioural Competencies/Attributes:</b>
<ol style="list-style-type: none"> <li>1. Ability to mobilize resources.</li> <li>2. Team player.</li> <li>3. Good analytical skills.</li> <li>4. Interpersonal skills</li> <li>5. Good analytical skills</li> <li>6. Integrity and professionalism</li> <li>7. Creativity and innovative</li> <li>8. Result-driven</li> <li>9. Excellent listening skills</li> </ol>

Applicants who meet the above requirements should submit their applications, including an application letter accompanied by a detailed curriculum vitae that lists three (3) professional referees, current position/grade, daytime telephone contacts, email address, copies of certified academic and professional certificates, testimonials and a copy of the National Identity Card or Passport. All applications should **quote the title and reference number** of the position on the cover letter and envelope and be submitted not later than **Wednesday, March 4, 2026, 5.00 pm EAT** to the address below or electronically to [recruitment@nsdcc.go.ke](mailto:recruitment@nsdcc.go.ke)

**The Chairperson**  
**National Syndemic Diseases Control Council**  
**Maktaba Kuu Building 2<sup>nd</sup> Floor**  
**P.O. Box 61307 – 00200**  
**Nairobi**  
**KENYA**

Only shortlisted candidates will be contacted. Canvassing will result in automatic disqualification.

Successful candidates will be required to obtain the following clearance documents:

1. Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI)
2. Tax Compliance Certificate from the Kenya Revenue Authority (KRA)
3. Clearance Certificate from the Higher Education Loans Board (HELB)
4. Clearance from the Ethics and Anti-Corruption Commission (EACC)
5. Clearance Certificate from a Credit Reference Bureau (CRB)

NSDCC is an equal opportunity employer and is committed to inclusivity and diversity. Persons with disabilities and individuals from marginalized and minority communities who meet the qualifications are strongly encouraged to apply.