



13. ASSISTANT RECORDS MANAGEMENT OFFICER III, GRADE 9 (REF. NO. KeNHA/ASS RECORDS MANAGEMENT OFFICER III / 13/2025) – 2 POSITIONS

Job Title:	ASS-RECORDS MANAGEMENT OFFICER III	KeNHA GRADE 9	2 Positions
Terms of Service	Permanent & Pensionable		
Place of Work:	KeNHA		
Directorate:	Corporate Services		
Reporting to:	Assistant Records and Information Management Officer II		
Supervises:	N/A		

Job Purpose

Responsible for management of records and ensuring the security of information including effective handling, storage, retrieval, disposition and ensuring compliance with legal and regulatory standards

Job Description

- (i) Receiving mails, sorting, opening, recording, date stamping and dispatch of all incoming and outgoing mails;
- (ii) Opening, folioing and closing general files and personnel files
- (iii) Classifying, filing and storage of records into subject files;
- (iv) Retrieving and disseminating information, records and files to action officers and users;
- (v) Protecting all records from loss by tracking their movement and ensuring files are returned for safe storage;
- (vi) Filing, arranging and storage of all records in accordance with the subject area to aid easy retrieval;
- (vii) Protecting records from loss, theft, alterations, destruction and unauthorized access;
- (viii) Providing reference codes for all correspondences generated from the authority;
- (ix) Gathering, reference and store documents from external sources; and
- (x) Performing any other lawful duty as may be assigned from time to time.

Job Specifications

For appointment to this grade, an officer must have:

- (i) A Diploma in any of the following: Archives and Records Management, Records Management, Information Management, Information Science/Studies or any other relevant and equivalent qualifications from a recognized Institution;
- (ii) Be proficient in computer applications.

Vision: A quality National Trunk Road Network to all for prosperity

Mission: To develop and manage resilient, safe, and adequate National Trunk Roads for sustainable development through innovation and optimal utilization of resources

Core Values: Accountability Sustainability Innovation Teamwork

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