



**ESWATINI
HOUSING BOARD**

VACANCY

RECORDS MANAGEMENT OFFICER

Applications are invited from suitably qualified candidates to fill the following position to assist in driving the vision and mission of the organization.

RECORDS MANAGEMENT OFFICER

Reports to: Administration Manager

MAIN PURPOSE

To provide support in the implementation of efficient and effective records management solutions & services

SUMMARY OF DUTIES/RESPONSIBILITIES

Strategy Implementation

- Participate in the implementation of solutions to meet strategic objectives.

Records Management

- Participate in the development and implementation of records management solutions & best practices.
- Participate in the implementation of controls for all EHB records activities.
- Implement system user access permissions & routing.
- Maintain an up-to-date file classification scheme.
- Implement records-related disaster recovery processes.
- Manage EHB records throughout their life cycle.
- Maintain the EDRMS helpdesk.

Stakeholder Relationship Management

- Carry-out scheduled and periodic training of staff on the records management system, practices, and procedures.

Performance and Development

Manage the performance and development of direct report(s).

Reporting

- Prepare and submit reports on operations and activities as prescribed by the EHB reporting framework.

SHEQ Management

- Adhere to SHEQ strategies and processes for the unit.

Perform any other duties as may be reasonably assigned.

QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Information Science or equivalent.
- Training on the SharePoint platform will be an added advantage.
- Minimum 3 years' working experience in records or information management.

KEY COMPETENCIES

- Confidence and ability to interact with different levels of staff.
- Problem-solving and analytical skills
- Confidentiality
- Customer service
- Scanning & classification
- Time management
- Compliance
- Attention to detail
- Records management
- Microsoft SharePoint

Interested candidates must submit their applications with a detailed CV and certified copies of academic qualifications to:

The **Human Resources Manager** Email: recruitment@ehb.co.sz

Closing date: Wednesday, 01st November 2023