

Job Title: Records Management Intern

Department: Finance and Procurement

Reports to: Information and Records Management Assistant

Period: Max 6 months

SUMMARY Performs specialized clerical duties pertaining to the administrative support of Finance and Procurement records functions; performs additional related duties as required.

SUPERVISORY RESPONSIBILITIES This position exercises no supervisory responsibilities.

EDUCATION and/or EXPERIENCE Diploma or University Degree in Information Sciences, Records Management or Library Sciences or equivalent combination of education and experience. Requires English skills, some knowledge of financial processes, terminology and phrases. Requires skill in operating office equipment such as heavy duty scanners and personal computers.

WORK EXPERIENCE Applicants are not required to have professional work experience for participation in the programme

RESPONSIBILITIES Daily responsibilities will major in digitization of Financial Records of the organization.

Under the direct supervision of the Information and Records Management Assistant, the intern will:

- Assist in the arrangement of documents into classes as stipulated in the Procurement Policy
- Prepare documents for scanning
- Scan documents using high volume scanners
- Index documents and export to the EDMS
- Assist in posting scanned documents
- Filing and arrangement of Archives
- Perform any other duties as required.

LANGUAGE SKILLS Ability to read and comprehend correspondence, memos and to use good English. Ability to write simple correspondence. Ability to effectively present information orally to co-workers and the general public. Requires considerable skill in the application of office methods and procedures.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk and reach high heights. The employee must occasionally lift and/or move heavy boxes and files. Specific vision abilities required by this job include close vision, distance vision and depth perception.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Usually, normal office working conditions. Exposure to dusty conditions may chance during the tenure. The noise level in the work environment is quiet to moderate.

NOTE If selected, successful applicant must commence the internship immediately.