



COUNCIL OF GOVERNORS

INTERNSHIP OPPORTUNITY

REGISTRY ASSISTANT

The Council of Governors (CoG) is established under Section 19 of the Intergovernmental Relations Act 2012 with the mandate to provide a mechanism for consultation amongst County Governments, share information on performance of the counties in execution of their functions, facilitate capacity building for governors, and consider reports from other intergovernmental forums on national and county interests amongst other functions (Section 20).

REQUIREMENTS:

A certificate or Diploma in Records and Archives Management or Information Studies from a recognized Institution. Computer literacy is a must. Good communication and interpersonal skills, time management should also be possessed. Ability to read and prioritize official documents urgency is essential. Must be able to work with minimal or no supervision.

Knowledge of file digitization, understanding and use of the Integrated Records Management System (IRMS) is an added advantage.

DUTIES AND RESPONSIBILITIES:

Mail receipt from within and outside the Council of Governors

Sorting, cross referencing, folioing, filing of correspondences and responses according to COG indexing plan and forwarding the same to the marking officer for direction in file

Weekly file tracing in the offices of action officers and recording all files and advising users on the records management best practices.

Assist in the indexing of documents received to ensure easy retrieval and maintaining accurate records of documents movements

Opening of new files when need arises and ensuring all Records Management Unit requirements are met for efficient service delivery

Dispatch of all mail and maintenance of a tracing register after adherence to the required security grading

Retrieve closed records when required by users for reference purposes.

Ensure files are preserved well and torn ones are promptly repaired

Control access to the Records Management area in order to safeguard the documents integrity from unauthorized access.

Interested candidates should send a CV, cover letter, copies of ID, certificates and testimonials to hrcog@cog.go.ke and indicate the name of the position you are applying for as the Email subject.