



ADVERTISEMENT OF VACANCIES

Kenya National Bureau of Statistics (KNBS) is a corporate body established under the Statistics Act (2006). It is the principal Government agency responsible for the collection, compilation, analysis, publication and dissemination of official statistical information and its custody. It also oversees the coordination, supervision and development of programmes within the National Statistical System (NSS).

Kenya National Bureau of Statistics invites applications from suitably qualified and experienced individuals with excellent credentials to fill the following positions:

Job Title:	Assistant Manager, Records Management
KNBS:	Level 5
Ref:	KNBS/AMRM/6/2023
No. of Positions:	1
Monthly Remuneration:	
Basic Salary:	Kshs. 103,860 ~ Kshs. 150,480
House Allowance:	Kshs. 30,000
Commuter Allowance:	Kshs. 14,000
Extraneous Allowance:	Kshs 10,000
Terms of Employment:	Permanent and Pensionable

Job Purpose: Reporting to the Manager, Human Resource Management, the jobholder will be responsible undertaking activities in the Records Management Section.

Key responsibilities

- i. Assisting in implementation of policies and procedures on records management;

- ii. Overseeing proper storage, custody and preservation of archives;
- iii. Spearheading appraisal and disposal of files;
- iv. Developing, updating and maintaining records management database;
- v. Handling documents according to set guidelines;
- vi. Updating and maintaining file movement records;
- vii. Ensuring security of documents, files and office equipment;
- viii. Overseeing maintenance of files and records;
- ix. Undertaking Records survey process;
- x. Controlling creation of records;
- xi. Managing confidential files and records;
- xii. Updating of file indexes;
- xiii. Preparing of records management reports;
- xiv. Drawing work plans and budgets for the Unit;
- xv. Supervision and management of staff in the Unit;
- xvi. Any other duties lawfully assigned by the supervisor.

Requirements for Appointment

- i. Must have served in the grade of Records Management Officer or equivalent position for a minimum period of three (3) years;
- ii. Must have a Bachelors Degree in any of the following disciplines:-
Information Science; Records Management and Information Technology;
Archives and Records Management or any other related qualifications
from a recognized institution;
- iii. Must have a Certificate in Senior Management Course lasting not less than
four (4) weeks from a recognized institution;
- iv. Must have a Certificate in computer applications from a recognized
institution;
- v. Must have shown merit and ability as reflected in work performance and
results;
- vi. Must have analytical, financial and human resource management skills;
- vii. Must be able to work in a collaborative team environment.

Job Title:	Records Management Assistant
KNBS:	Level 8
Ref:	KNBS/RMA/7/2023
No. of Positions:	1
Monthly Remuneration:	
Basic Salary:	Kshs. 46,500 ~ Kshs. 70,500
House Allowance:	Kshs. 8,000
Commuter Allowance:	Kshs. 8,000
Terms of Employment:	Permanent and Pensionable

Job Purpose: Reporting to the Records Management Officer, the jobholder will be responsible for undertaking activities in the Records Management Section.

Key responsibilities

- i. Receiving, opening, sorting, date stamping official mail;
- ii. Recording, registering, filing and distributing mails;
- iii. Filing and marking letters to action officers;
- iv. Retrieving and recording files in the file movement register for action officers;
- v. Opening files, updating and maintaining file movement registers;
- vi. Tracing and capturing all existing files;
- vii. Managing confidential files and records;
- viii. Mending and re-filing the dismantled files;
- ix. Renewing of torn file folders and patching the old folders at the back of the newly created files and ensuring file covers are well maintained;
- x. Updating file indexes;
- xi. Safeguarding all records and equipment;
- xii. Ensuring proper handling of pending correspondence and bring-ups;
- xiii. Franking official mails;
- xiv. Dispatching outgoing mails;
- xv. Maintaining related mail registers
- xvi. Any other duties lawfully assigned by the supervisor.

Requirements for appointment

- i. Must have a Diploma in any of the following disciplines:- Records Management; Archives and Records Management; Technology in Archives and

- Records Management; Information Management or any other related qualifications from a recognized institution;
- ii. Must have a Certificate in computer applications from a recognized institution.

Applicants should fill and submit a copy of the employment application form Ref. **KNBS/F/93/29** which is available on the KNBS website www.knbs.or.ke accompanied by copies of academic, professional and other relevant certificates, transcripts and testimonials. The reference number for the post applied for should be clearly marked on the envelope and addressed to:

The Director General
Kenya National Bureau of Statistics
P. O. Box 30266 – 00100
Real Towers, Upper Hill, 4th floor
Hospital Road
NAIROBI

Applications must be received not later than 31st March, 2023 and only shortlisted candidates will be contacted.

KENYA NATIONAL BUREAU OF STATISTICS IS AN EQUAL OPPORTUNITY EMPLOYER.

PERSONS WITH DISABILITIES, THE MARGINALISED AND THE MINORITIES ARE ENCOURAGED TO APPLY

DIRECTOR GENERAL