



NOTICE OF VACANT POSITION

REGISTRY CLERK

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position. The incumbent will report to the Human Resources and Administration Officer and will be based at Head Office.

QUALIFICATIONS AND EXPERIENCE

- 5 'O' levels including English Language and Mathematics/Accounts.
- National Diploma in Records Management or equivalent.
- At least 2 years' experience in records management field.

CORE COMPETENCIES

- Organisational Awareness.
- Excellent knowledge of filing systems.
- Excellent analytical skills.
- Good Interpersonal skills.
- High initiative and sound judgement
- Ability to work under pressure.
- Excellent team player with strong multi-tasking capabilities.

SUMMARY OF DUTIES

- Maintains a proper filing system.
- Files and updates list of files.
- Files records in accordance with the GMB classification system.
- Records files released on file movement card, entering required details of file for tracking purposes.
- Ensures the systematic placement of data and files of GMB departments.
- Maintains proper archiving system to ensure security of files and documents as well as easy retrieval of files, reports, documents, publications etc.
- Assists departments and depots in archiving documents.
- Receives, sorts, registers and distributes correspondence, files, incoming mails, reports, publications etc.
- Maintains confidentiality of incoming and outgoing correspondences.
- Registers and dispatches outgoing correspondences.
- Prints and binds documents as well as operating copier and other related office equipment.
- Any other work related duties as assigned by the superior.

Applications accompanied with detailed **Curriculum Vitae** and **certified copies of qualifications** should be emailed to: recruitment@gmbdura.co.zw. Not later than 25 October 2023.

Please note that only shortlisted candidates will be contacted.