Billbrain Institute of Technology
Skilling for today and tomorrow..

RECORDS OFFICER – JOB DESCRIPTION

Job Type: Full-time

Duty Station: Kampala

Reports To: ACADEMICS COORDINATOR

The Role of the Records Officer;

- To undertake day to day operations of the Registry and effectively manage the storage, retrieval and safety of all records of the Institute.

Responsibilities of the Records Officer;

- Create and maintain records registries to ensure fast, real-time retrieval of information.
- Receive, register, open and classify documents that come in the registry and enter them in the relevant registers.
- Conduct weekly file tracking and reconciliation
- Maintain a credible register of academic records for all students enrolled in different programs under the Institute.
- Maintain individual student files containing admission records and examination results for each year
- Organize students' marks and record retrieval in liaison with Departments
- Update the Institute electronic records management system, and enter all records and information in the relevant sections
- Liaise with the registration office to ensure proper management of student files and work with the examination office to collect student marks, and prepare students' academic documents
- Ensure proper and safe custody of both due tests and examinations, as well student answer scripts from tests and examinations that have been undertaken (both internal, and external assessments).
- In coordination with the E-Learning Officer, ensure that all study materials, and library resources are properly indexed into the respective systems, and backed up in the Institute repositories
- Assist in auditing records and records systems, and support other offices in proper indexing and storage of documents such as contracts, among other similar resources
- Manage the process of retention and disposition of records.
- Assist in the planning and budgeting for the records office
- Support the development and review of records policies and records procedure manuals
- Provide advisory knowledge on records management in different department, and advise on filing system;

- In consultation with the Institute Administrator, appropriately label all record files, and manual registers
- Perform any other duties as may be assigned from time to time.

Key technical skills and knowledge:

- Good written and verbal Communication Skills
- Good data entry skills.
- Proficiency in MS Office Applications.
- Ability to work independently and as part of a team
- Honesty and integrity
- Good planning and organizational skills
- Good attention to detail
- Reporting Skills
- Fluent in English
- Excellent analytical, and problem-solving skills
- Willing to contribute positively as part of a growing Institution and team
- Keen attention to detail
- Proactivity and a desire to create a positive impact in this role
- Good time management skills

Qualifications / Requirements

- An Honours Bachelor's Degree in Library and Information Science or an Honours degree in Records and Archives Management from a recognized university.

- Prior experience in records management, and /or a postgraduate qualification in Library and Information Science and any other professional qualification in this field an added advantage.

How to Apply:

Interested candidates should submit their CVs, along with all other supporting documents to: careers@bit.ac.ug not later than 10th August, 2023, 05:00 pm.

NOTE: Only shortlisted candidates will be contacted.