

nbc Vacancy

The NBC is a national public service broadcaster which is undergoing exciting and promising changes. An employment opportunity, therefore, exists at operational level of the Corporation for a seasoned professional to occupy the following position:

DEPARTMENT : Human Resources
JOB TITLE : Principal Archivist
ONE (1) POST : Windhoek,
JOB PURPOSE : Responsible for managing electronic records in the Corporation and takes overall responsibility for the managing of paper records, audio and audio-visual archives and other archives.

Key Performance Areas:

- Ensures administrative, financial and logistic support to enable staff to execute duties and mandates.
- Implements and maintains electronic records management in collaboration with IT.
- Facilitates and oversees the management of paper, audio and audio-visual records.
- Facilitates and monitors the digitisation of archives and paper records.
- Ensures long-term preservation of vital records.
- Oversees stock control.

Skills, Knowledge and qualification requirements

- A four- year degree in Archival Studies with History as a major. An Honours degree will be advantageous.
- Five (5) years' experience on a supervisory level in a Records Management and/or archive environment.
- Knowledge of and practical experience in EDRMS and paper records management.
- Experience in the design and implementation of file plans for paper and e-records.
- Good knowledge of operations in a Central Registry/Records Centre.
- Good knowledge of cataloguing software, guidelines and relevant ISO standards.
- Good interpersonal relations, communication and computer skills.
- A Code 08 driver's license is essential.

Enquiries : Manager: Information & Records Management
Mrs. Susan Brits
Tel No. : 061 -291 3172

Closing date : **23 August 2016 at 13:00 pm**

Note: Only short-listed candidates will be contacted and no documents will be returned.
