

Archives Officer

The Archives Officer is responsible for the provision, care and management of the permanent collection of information that are intended to preserve the past and allow others to discover it.

A. RESPONSIBILITIES:

The Archives Officer in the Office of Administration is responsible for assembling, cataloguing, preserving and managing historically valuable collections of information, which exist in a wealth of formats. Other duties are as follows:

- Arrange reports and materials related to university activities and events
- Answer enquiries
- Organize publicity events such as talks and exhibitions
- Make the archives accessible to a wide range of users
- Transfer documents to the UC Bulletin and Website
- Produce information on the University, such as maps, videos, slide presentations, and be able to present them to the guest or other related
- Perform other related duties as required

B. QUALIFICATIONS:

The incumbent requires a BA degree in management, administration, IT or related field, with two-years working experience.

i. Knowledge

- Knowledge of IT
- Ability to maintain a high level of confidentiality concerning files and other confidential documents

ii. Skills

- Excellent interpersonal skills and Honest
- Critical thinking
- Team building skills
- Analytical and problem solving skills
- High level of negotiation skills
- Effective verbal and listening communications skills
- Effective written communications skills
- Strong personal and organizational skills with little instruction
- Stress management skills
- Time management skills
- Excellent command of English and computer literacy
- Strong networking skills
- Forward-thinking, with an ability to anticipate and prepare for changing demands for and users of archived information

iii. Personal Attributes

- Highly Responsible and confidential
- Be honest and trustworthy
- Be respectful
- Be flexible, highly motivate and creative
- Demonstrate sound work ethic

C. REPORT LINE

This position is reports to the Director of Administration.