



THE NATIONAL HUMAN RIGHTS COMMISSION

P. O. BOX 2858, SERRE-KUNDA

National Secretariat, Kotu, KSMD

VACANCY ANNOUNCEMENT

The **National Human Rights Commission (NHRC) Secretariat** invites applications from suitably qualified persons for the position of **Records Assistant**. Interested candidates are encouraged to carefully read the terms of reference and ensure that their applications are received by the deadline.

Please note that either late or incomplete applications will not be considered. Due to the high volume of applications expected for the position, only shortlisted candidates will be contacted. ***The National Human Rights Commission is an equal opportunity employer. Therefore, qualified females are encouraged to apply.***

General Background

In December 2017, The Gambia's National Assembly passed an Act to establish the National Human Rights Commission (NHRC). NHRC is mandated to promote and protect the human rights of all in The Gambia.

Available Position: RECORDS ASSISTANT

The Records Assistant will be responsible for supporting the work of the Secretariat of the National Human Rights Commission in the creation and implementation of an efficient Records Management system.

The Records Assistant will report to the **Director of Human Resources**.

DUTIES AND RESPONSIBILITIES

- Lead the creation and management of an efficient Records Management system for NHRC;
- Oversee the collating and binding of documents and reports;

- Work closely and proactively with the Legal and Investigating Department of the Commission to ensure Commission accountability, protect the interests of the public and mitigate records-related litigation risks;
- Ensure that NHRC personnel know and are kept current about records management principles and requirements and receive appropriate training;
- Support the various departments of NHRC to build records management functionality appropriate to the records / information assets in their custody;
- Establish an effective system of administrative control for safeguarding all NHRC records;
- Perform any other official duties assigned from time to time that commensurate with the position;

ESSENTIAL SKILLS

- Position requires a person who is attentive to details;
- Possess good written and verbal communication skills;
- Familiarity with Records Management systems;
- Ability to prioritize, manage time well and multi-task;
- Must be a consummate team player;
- Professional with utmost regard for confidentiality;
- Highly organized individual able to respond quickly and calmly under pressure;
- Possess strong computer skills as the incumbent would be relied upon for troubleshooting tasks when the need arises;

REQUIREMENTS FOR APPOINTMENT

- Possess a **Diploma or higher qualification** in Information / Records Management or any related field;
- Strong computer skills including MS Office;
- Familiarity with Records Management software is essential;
- Applicant should have a minimum of **five years** untarnished professional experience in Records Management and or Archiving;
- Experience working in a large and fast-paced environment is essential;

- **Not have been involved or associated with any questionable activity or matter connected to the subject matter of the Commission's mandate;**

IMPORTANT INFORMATION FOR APPLICANTS

Deadline for submission of Application: Tuesday, 16th June 2020 by 3pm GMT.

Remuneration: A competitive compensation and benefits package is offered subject to professional qualification and experience.

Send applications together with supporting documents to:

The Executive Secretary

National Human Rights Commission, Kotu (Opposite DS TV) or email to: hr@gm-nhrc.org

NB: Only applications either hand-delivered or sent by email would be accepted.