

QUALIFICATION STANDARDS
(Minimum Requirements)

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| Position | RECORDS MANAGEMENT CHIEF |
| Salary Grade | 20 |
| Education | Bachelor's degree |
| Experience | Three (3) years of relevant experience |
| Training | Sixteen (16) hours of relevant training |
| Eligibility | Career Service (Professional); Second Level Eligibility |
| Additional requirements | Preferably with experience in handling and preservation of documented information to sustainable formats through Electronic Records Management Systems, Digital Imaging Systems, Data Management Systems and Web Publishing Software; recording and tracking of communications through Computerized Communications Systems or Web ComSys; Proficiency in Microsoft Office 365 Applications and technical writing skills |