

Dowlad Goboleedka Hirshabelle ee Soomaaliya

دولة إقليم هير شبيلي الصومالية

**HIRSHABELLE STATE OF SOMALIA**

**CIVIL SERVICE COMMISSION**

**VACANCY ANNOUNCEMENT (2)**

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| Job title: | Archive Clerks |
| Ministry /employing authority: | State presidency  |
| Department: | Archive & secretariat  |
| Reporting to: |  Archive & Secretariat Officer  |
| Grade: | 5 |
| Salary: | $ 386 |
| Hours  | 36 hours per week |
| Location: | Hirshabelle - Jowhar |

1. **purpose of the position**

The incumbent of this position will support, identify, receive, organize, describe, preserve and access records and collections which are of archival significance and importance to Hirshabelle State presidency. He/she supports core workers who assist in arranging, cataloguing, exhibiting and maintaining collections of valuable materials.

1. **Duties and Responsibilities**
* Supports and review historical documents and archival materials.
* Assist and maintain accessible, retrievable computer archives and databases, incorporating current advances in electric information storage technology.
* Locate new materials and improve their acquisition and display.
* Supports archival records and develop classification systems to facilitate access to archival materials.
* Prepare archival records, such as document descriptions, to allow easy access to information.
* Keep records, documents, and objects, copying records to film, videotape, audiotape, disk, or computer formats as necessary.
* Select and edit documents for publication and display, applying knowledge of subject, literary expression, and presentation techniques.
* Support educational and public outreach programs, such as tours, workshops, lectures, and classes.
* Assist the establishment of policy guidelines concerning public access and use of materials.
* Provide reference services and assistance for users needing archival materials.
* Specialize in an area of history or technology, researching topics or items relevant to collections to determine what should be retained or acquired.
* Keep confidential documents by ensuring they remain secure
* Assist Photocopying, Printing and scanning services as requested by the management
* Prepare weekly and monthly reports as per the directives of state president management
* Carry out any other duties as assigned by the management.
1. **Qualifications and experience**
* Diploma in archives and record management, business computer
* Knowledge of Local Studies collections as a community, cultural, research and information resource.
* Previous experience using Domino Docs EDM
* 3 years’ work-related experience
1. **Competencies**
* Strategic information and records management skills
* Computer literacy (ICT)
* Good ethical values of Honesty, integrity and confidentiality
* Professional development skills
* Flexibility and ability work on multiple tasks/projects concurrently
* Ability to meet critical deadlines while maintaining accuracy
* Abilities to motivate and mentor state presidency t staff.
* Excellent communication skills both written and oral for Somali and English languages.

**How to apply**

**Please download Application Form:**

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Interested candidates who meet the criteria are encouraged to fill the application form and send to csc.hirshabelle@gmail.com by not later than **10th Oct 2022.**

NOTE

* Please quote the position you are applying in the subject of the e-mail.
* Application form should be sent as attachment in word format.
* Female and people with disabilities are highly encouraged to apply.
* Canvassing will lead to automatic disqualification.
* Only shortlisted candidates will be contacted.
* If you are shortlisted for an interview, you will be required to come with

 your original academic and professional certificates during the interview day.

* For more information please visit the following website. www.somalijobs.com