

VACANCY ANNOUNCEMENT

Institution	State Owned Enterprise (SOE) Commission
Job Title	Records Clerk
Department	Directorate Administration and Finance
Reports to	Director, Finance and Administration
Essential Duties and Responsibilities:	
• Receive, sort, register, and distribute incoming mail, correspondence, and documents. • Ensure all incoming records are properly stamped, logged, and recorded in relevant registers or systems. • Verify completeness of documents before filing or circulation. • File records according to approved file classification schemes and records management procedures. • Create and maintain files under supervision where required. • Ensure accurate labeling, and proper arrangement of files for easy retrieval. • Maintain file movement registers or electronic tracking systems. • Retrieve and dispatch files upon authorized request and record all movements. • Follow up on overdue files and ensure timely return to registry. • Maintain both physical and electronic filing systems in an orderly and secure condition. • Update records registers, databases, and tracking systems regularly. • Ensure files are properly stored, shelved, and protected from loss or damage. • Assist in conducting file censuses and records inventories.	
Qualifications and Education:	
• WASSCE, Certificate in Records Management, Archives Administration, Library and Information Science, Information Management, or a related field. • At least one (1-3) year of relevant experience in records management, registry operations, archives, or office administration. • Basic understanding of records management principles, practices, and filing systems. • Proficiency in Microsoft Office applications (Word, Excel, Outlook). • Strong organizational and communication skills. • High level of integrity, confidentiality, and attention to detail.	

Skills Sets: 1. Good communication and relationship-building 2. Strong Team work qualities 3. Organization and time management 4. The ability to use Microsoft Office
Salary: Attractive Submission: Applications should include the following: CV, Copies of relevant certificates. All Applications to be addressed to: The SOE Commission, C/O The Directorate of Finance and Administration, Old Jeshwang, Methodist Academy Round about:Email:info@soec.gm or mdaffeh@soec.gm Application Deadline: 20th July 2026 Only Shortlisted Candidates will be contacted