



## Records Management Officer

### Background

DCB Commercial Bank Plc is a fully-fledged retail and commercial bank in Tanzania. The bank offers banking services to Individuals, Microfinance, Small to Medium sized Businesses (MSME), as well as large corporate clients. DCB Bank has a wide branch network of over 9 branches, over 700 DCB Wakala Agents, and over 280 Umoja switch ATMs serving over 3 million customers across the country.

DCB Bank is currently seeking a qualified candidate to fill the role of Records Management Officer. Reporting to the Operations Manager, the Record Management Officer will be responsible for signing and implementing records management framework and working closely with other departments to facilitate record-keeping needs.

### Responsibilities:

- Developing and implementing a records management program for the maintenance, protection, retrieval, and disposal of records.
- Ensuring compliance with regulatory requirements and industry standards.
- Organizing and maintaining both physical and electronic records for easy access.
- Retrieve and return to storage documents requested by user departments, external auditor and the bank examiner.
- Managing off-site storage and ensuring old records are securely archived.
- Work with risk and compliance departments to identify and destroy old records.
- Providing training to staff on records management procedures and policies.
- Performing regular audits to ensure that procedures are followed.
- Managing and preserving records in various formats, including digital, and paper-based.
- Assisting in the preparation of documentation for audits and regulatory reviews.
- Preparing periodic report for update and decision making by management.

### Qualifications and Experience

- Diploma degree in Records and Archives Management, Library Science, or related field.
- 3 years' experience in records management or a related field.
- Knowledge of records management principles, legal and regulatory requirements related to records management.
- Strong organizational and planning skills.
- Excellent communication skills, both verbal and written.
- Proficiency in using records management software and databases is an added advantage.

If you believe you are the right candidate for this position, kindly submit your application with a detailed CV, photocopies of academic certificate, and names of three referees with their contacts, quoting reference number **DCB/OP/RMO-05/2025** on the subject of the email. **To be considered, your application MUST be submitted through [recruitment@dcb.co.tz](mailto:recruitment@dcb.co.tz)** not later than **27<sup>th</sup> May 2025**. Hard copy applications will not be accepted..