

**VACANCY:** **GRADUATE: ARCHIVES & RECORDS MANAGEMENT**  
**DUTY STATION:** **OTJIWARONGO**  
**DURATION:** **ONE (1) YEAR CONTRACT**

**PURPOSE:**

To provide dedicated support in filing and archiving of records as part of the broader Records Management System implementation. The intern will assist with organising, digitising, and maintaining both physical and electronic records to ensure compliance with regulatory and internal standards.

**KEY PERFORMANCE AREAS, AMONGST OTHERS:**

- Perform accurate filing and archiving of documents, both physical and electronic, in accordance with the approved file plan.
- Support the clean-up and reorganisation of existing physical records across various offices.
- Assist in digitising documents through scanning, naming, indexing, and uploading into the electronic records management system.
- Classify and catalogue records to ensure efficient retrieval and compliance with retention policies.
- Participate in preparing records for disposal, following the approved retention schedule and relevant guidelines.
- Conduct quality assurance checks on filed and scanned records to ensure accuracy and completeness.
- Maintain confidentiality and secure handling of sensitive information.
- Collaborate with team members to ensure consistency in records management practices.
- Provide general administrative support related to records and information management.

**MINIMUM REQUIREMENTS:**

- A recently completed Bachelor's degree NQA level 7 in Archiving, Records & Information Management, Library & Information Science, or a related discipline.
- Code 8 Drivers License will be an advantage

**SPECIFIC KNOWLEDGE:**

- Proficiency in MS Office (especially Word and Excel); experience with document management systems is an advantage.
- Understanding of records lifecycle, classification systems, and archiving procedures.
- Attention to detail and strong organisational skills.
- Ability to handle large volumes of records methodically and efficiently.
- Strong work ethic, reliability, and ability to work both independently and as part of a team.
- Commitment to maintaining confidentiality and professional integrity.

**LEARNING & DEVELOPMENT OPPORTUNITIES:**

- Hands-on experience in physical and electronic filing and archiving
- Exposure to records retention scheduling, disposal processes, and national archival standards
- Mentorship by experienced professionals in administration and records management
- Participation in a significant organisation-wide digital transformation project

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Company Registration no: 2003/0153

**Directors:** K. P. Iyambo (Chairperson), A. Howoseb (Deputy Chairperson), F. Mbango (Chief Executive Officer)  
A. Barlow, V. Gabriel, T. Lungameni, W Haulofu, F. K. Kamati, A. Tjitombo, G. U Hoko  
B-O Mapoha (Legal Compliance Officer/Company Secretary)

**Shareholders:** Tsumeb Municipality, Grootfontein Municipality, Otjiwarongo Municipality, Outjo Municipality, Khorixas Town Council, Okakarara Town Council, Otavi Town Council, Kamanjab Village Council, Otjozondjupa Regional Council, Kunene Regional Council, Oshikoto Regional Council, NamPower, Okahandja Municipality



## APPLICATION INSTRUCTIONS:

Interested and qualified candidates should submit:

- A detailed CV
- Cover letter/motivation
- Certified copies of qualifications, testimonials and academic transcripts.
- Latest certified copy of an ID and valid driving license.

*CENORED is an equal opportunity Employer and previously disadvantaged people are encouraged to apply.*

Interested and qualified applicants are required to submit their applications to:

**Human Capital Section**

P. O. Box 560

Otjiwarongo

Or Email: [hr@cenored.com.na](mailto:hr@cenored.com.na) Or Hand Deliver their applications accordingly

**Closing Date: Friday, 08<sup>th</sup> August 2025 @ 16h30**