



WE ARE
**HIRING
NOW** 

RECORDS MANAGEMENT ASSISTANT (1 POSITION)

SCAN TO APPLY



tadb.co.tz/careers/

QUALIFICATIONS & EXPERIENCE

- Holder of Diploma in one of the following fields: Records Management, Archives or equivalent qualifications from a recognized institution.
- Working experience of at least four (4) years in related field.
- Demonstrated proficiency with records management systems and databases.
- Strong attention to detail and accuracy.
- Excellent organizational skills.
- Strong communication and interpersonal abilities.
- Proficient in Microsoft Office Suite (Word, Excel) and records management software.
- Familiarity with government records retention schedules and regulations will be an added advantage.

More Details www.tadb.co.tz

Toll free No. 0 800 110 120



Application deadline: 03 May 2024

To Apply, [CLICK HERE](#)