

Exciting Career Opportunities

Records Manager

Reporting to: Manager-Facilities

Business Unit: Operations

Location: Lusaka

Job purpose

To manage bank records and service agreements with outsourced archiving vendor in compliance with the bank's policies and procedures.

Responsibilities

Supplier/Third Party Contract Management

- Translate contract into operational activities for business execution
- Ensure period archiving is done from branches and departments using best practice

Management of electronic and/or paper based information

- Ensure monthly reports on record management is available for management review and decision making
- Embed electronic management systems

Achievement of Financial targets

- Identify and implement cost savings and other financial efficiencies where appropriate

Innovation and enhanced efficiencies

- Conduct relevant market research to identify way to implement efficiencies and effectiveness in records management

Risk and Compliance Management

- Stay abreast of upcoming regulatory changes
- Ensure prompt remediation of risk, internal audit and external audit findings
- Comply with regulatory and legislative requirements

Stakeholder relationship management

- Set clear expectations with relevant stakeholders in terms of the role's mandate and possible time-lines

Candidate Requirements

- Grade 12 School Certificate with 5 credits including English and Mathematics
- Degree in Library and Information Studies (or equivalent)
- 5+ years' experience in records management (preferably in financial sector)
- Proficiency in MS Office (Word, Excel, Power point and Outlook)

Interested Applicants who meet the job requirements should e-mail their CV's to jobs-zm@bancabc.com. Only shortlisted candidates will be contacted. Be sure to include the job applied for in the subject field. **Closing date: Monday, 9th November, 2020.**

Reshaping African Banking