

Assistant Director, Kenya National Archives and Documentary Services (KNADS) – 8 Posts at The Ministry of Sports, Culture and Heritage

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Job Description

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The Ministry of Sports, Culture and Heritage was established through the Executive Order No. 2 “Organization of the Government of the Republic of Kenya dated May ”.It comprises of departments of Sports, Office of the Sports Registrar, Culture, Permanent Presidential Music Commission, Kenya National Archives and Documentation Services, Library Services, Records Management, The Arts Services. There are also Semi-Autonomous Government Agencies (SAGAs) namely Sports Kenya, Kenya Academy of Sports, National Sports Fund, National Museums of Kenya, Kenya Cultural Centre, and the Kenya National Library Service. Others include National Heroes Council, Anti-Doping Agency Kenya Vision To be a global leader in the provision of sports, arts and cultural services and promotion of the Kenyan film industry for sustainable growth and employment creation. Mission To develop, promote, preserve and disseminate Kenya’s cultural and arts heritage; promotion of sports; through formation and implementation of policies, programmes and projects for improved livelihood of the Kenyan people.

For Appointment to this grade, a candidate must have;

served for a minimum period of three years in the grade of Principal Archivist, CSG ‘8’ or in a comparable and relevant position in the wider public service;

a Bachelors degree in any of the following disciplines; Information Science, (Record and Archives Management Option), Library and Information Science (Record and Archives

Management Option), Science (Record and Archives Management Option) from a University recognized in Kenya.

Or

a Bachelor s degree in Social Science from a university recognized in Kenya and a Post Graduate Diploma in Records Management and Archival Studies from a recognized institution.

be conversant with the Public Archives and Documentation Service Act (Cap 19), Records Disposal Act (Cap 14) and other policy documents relating to the management of public records and archives; and

demonstrated a high degree of professional competence, administrative capabilities in initiating implementing archival policies.

Duties and responsibilities.

Duties and responsibility for this post includes:

assessing the condition of records and recommending appropriate remedy;

coordinating training on records and archives management;

coordinating biannual stocktaking of the archival materials;

ensuring Security of records from physical, biological, or chemical agents of destruction;

ensuring safe custody and maintenance of archival holding;

overseeing the development of records retention /disposal schedules in sector;

compiling administrative history and descriptive list for records groups;

developing annual archival calendar for records to be released to the public for access;

developing standardizing notes for guided tours;

ensuring periodical rotation of gallery exhibition; and

ensuring maintenance of microfilming, audio visual and conversation equipment.

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