

Employee Archives Officer - Human Resources Management

Job Title	Employee Archives Officer		
Division	Human Resources and Administration Division		
Department	Human Resources Department		
Section	Human Resources Management		
Location	Head Office	Direct Reports	
Reports To	Manager Human Resources	Version Number	1
External Relations		Guide Number	7023
Internal Relations	All Departments	Job Code	

Basic Function

Maintaining and archiving employee and department files/records according to established policies and procedures, including retention and electronic records management. Fully understand, drive and promote SMSA vision, culture and values.

KEY Responsibilities

Records and Files

- Coordinate documents and information for all departments.
- Maintain an overview of records classification system for company.
- File and retrieve information in accordance with departmental records management procedures so that staff can find the information they need quickly and easily.
- Provide reliable, quick, easy access to all of the company records information.
- Update and organize employee records.
- Keep records (hard copy and electronic) of all documentation.
- Index records/files.
- Create labels in the system following standard practice and procedure for each new matter opened.
- Maintain physical files according to the Firm's standards and policies for active matters.
- Prepare and affix labels to folders.
- Integrate and inter-file records into newly created or already existing folders.
- Convert records/files from the "old" generic file into the system.
- Review and destroy files according to the Firm's Retention Policy.
- Communicate and coordinate file review and potential destruction according to the Firm's Retention Policy.
- Ensure electronic records are maintained according to the Policy, and that only physical records are maintained in the situations as documented within the Policy.
- Generate specific reports for printing.
- Oversee archived information.

- Undertake any other duties as may be assigned.
- Attendance and punctuality

EHS

- Coordinate and Participate in the departmental EHS system activities including hazard identification, safety awareness and procedures implementation, waste management, environmental aspects identification, and EHS audits
- Actively participates in the development and implementation of EHS objectives & programs
- Participates in the emergency response plan
- Actively participates in the EHS audits / inspections. Take a major role in incident reporting & investigation
- Coordinate and participate in the paper and other recycling programs

Business Continuity

- Attend and actively participate in all business continuity training and awareness programs.
- Understand the facility's business continuity plans and procedures.
- Act according to the emergency response procedures during drills and actual events.
- Report any observed risks or potential threats to the continuity of operations to the designated officer.
- Adhere to data protection policies to ensure the integrity and confidentiality of sensitive information.
- Acknowledge roles and responsibilities during an incident to ensure effectiveness by understanding the business continuity programme.
- Recognize an incident or crisis.
- Alert incident or crisis responders (including emergency responders as appropriate).
- Escalate action to the incident or crisis management team.
- Respond appropriately to specific threats.
- Respond appropriately when evacuated from the site.

Competencies - Professional and Technical

Behavioral Competencies

Adaptability	Level 3
Stress Management	Level 2

Technical Competencies

MS Office (Excel, Word, PowerPoint, Visio, Outlook) Knowledge	Intermediate
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Competencies – EHS

- Knowledge of basic environment health and safety requirements
- EHS corporate objectives awareness
- Awareness of EHS requirements in the QEHS management systems
- Have attended EHS awareness training (if applicable)
- Awareness of Environment Health Safety incident reporting

Organizational Competencies

Beginner

**Refer the Organizational Competencies Dictionary in GUIDE (Doc# 6244)*

Decision Making

Key Performance Indicators (KPIs)

Abide by the goal setting forms (Individual KPI'S) of the current financial year

Qualification : Education and Experience

- Diploma (Preferred specialization in their field of work) at least Two (2) years of relevant work experience, 2 years of which should be in Level-04 capacity, preferably in the same industry.
or
 - Certificate courses with over 3 years industry experience of which at least 2 years has been in Level-04 position
 - or
 - Certificate courses with over 4 years industry experience of which at least 2 years has been in Level-03 position

**Note: Industry Experience wherever its applicable*

Date Of Release

Prepared By:	Reviewed by:	Approved by:	Endorsed by:

Updated by:	Date:	Approved by:	Date:

Employee Name:

I hereby confirm my utmost commitment in fulfilling all the requirements including above and any amendment to this document.

Management reserves the right to amend the Job description at any time without prior notice.

Signature:	Date: