AS05400B
RECORD MANAGEMENT OFFICER

Level 7

Reports to (Hierarchical)
• FieldCo or Deputy FieldCo (if based in project) • HoM or deputy HoM (if based in coordination)

Reports to (Functional)
• Mobile Implementation Officer Document and Record Management

Main Purpose
responsible for; the processes of management, retention and disposition of paper and electronic documents and records received or generated by the project/coordination; maintaining their confidentiality (if appropriate), integrity, reliability and traceability; facilitating their retrieval for staff who ask; explaining procedures to their teammates; promoting responsible management that preserves the right of patients, communities, employees, partners and donors to privacy. They do this by applying MSF guidance and protocol to their context

Accountabilities
1. Support the development and implementation of country Record Retention Schedules and related data protection processes, working with local authorities and MSF entities to ensure compliance with MSF policies, legal requirements, and international best practices.
2. Oversee and improve digital and paper records management systems, ensuring that archives, digital workspaces, and access structures are reliable, secure, and user-friendly.
3. Conduct regular audits and risk analysis of records management practices, identify gaps, and coordinate improvements in collaboration with relevant stakeholders.
4. Support continuous improvement and maturity in records management by developing practical strategies, fostering good practices, and integrating lessons learned from audits, staff feedback, and operational needs.
5. Facilitate accessibility of information by maintaining clear structures, rights, and guidance that enable staff to easily find and use the information they need.
6. Promote staff awareness and capacity in records and information management, delivering briefings, trainings, and refreshers, and ensuring smooth handover of documents and records when staff depart.
7. Manage the regular clean-up and secure disposal of redundant, obsolete, or trivial digital and paper records, with the support of daily workers where necessary.
8. Support the implementation of data protection, ensuring coherent approaches across digital platforms, archives, and operational practices.
9. Support in the development and implementation of contingency measures (e.g. back-up, evacuation, or secure destruction) to safeguard records as part of the country and project security plans.

Education

Diploma in records, library or information management, office administration, finance, or another data-related field such as data collection or encoding is desirable. Equivalent relevant experience may be considered where formal qualifications are not available.

Experience

- 2–3 years of professional experience in document and records management is desirable. Equivalent relevant experience may be considered where direct records management experience is not available.
- Previous experience with MSF or other NGOs, in any role, is an asset.

Language Level Description
B1 Independent User
Threshold or intermediate

- Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, leisure, etc.
- Can deal with most situations likely to arise while travelling in an area where the language is spoken.
- Can produce simple connected text on topics that are familiar or of personal interest.
- Can describe experiences and events, dreams, hopes and ambitions and briefly give reasons and explanations for opinions and plans.

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