

**Terms of Reference**

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| **Job Title** | Archivist |
| **Reporting to** | Reports to: Finance Manager, Abuja  |
| **Organisational context** | **BACKGROUND**International Alert is one of the world's leading peacebuilding organisations, with 30 years of experience supporting communities, advising governments, organisations, and companies on how to build peace. Alert works with people in conflict-affected and threatened areas to make a positive difference for peace; to improve the substance and implementation of international policies relevant to peacebuilding; and to strengthen the peacebuilding sector. Alert currently has field offices in 15 countries and was active in over 40 countries and territories across the world in 2014 in Sub-Saharan Africa, South and South-East Asia, Central Asia and the South Caucasus, Europe, Latin America, the Middle East and North Africa.International Alert began operations in Nigeria in 2011 as a partner on security governance within the Nigeria Stability and Reconciliation programme (NSRP). Since then we have launched a social cohesion programme in the Northeast, while expanding our technical advisory in conflict and gender sensitivity to various governance and reform programmes. |
| **Role Purpose** | The archivist is responsible for organizing, indexing, and archiving project records in accordance with Alert’s standard guidance to ensure they retain their authenticity and integrity and can be promptly retrieved when needed. Alerts’ records are corporate assets that directly contribute to our key results. Records contribute to client satisfaction, employee satisfaction, development impact, growth, and employee ownership. The archivist will establish a complete account of project hard-copy files and organize files according to Alerts’ standard records system to prepare project records for long-term storage and retrieval. |
| **Key Responsibilities:** * Classify and file project records to prepare for archiving and prompt retrieval, following standard instructions according to Alert’s standard guidance.
* With the supervision of the Finance Manager and project staff, the archivist will conduct a comprehensive inventory of project hard-copy and electronic files based on filing guidance and desk reviews.
* Coordinate with the project teams to incorporate miscellaneous unfiled documents into files following the project file index one pager as closely as reasonably possible.
* Mark and label all project files according to Alerts’ standard operating procedures.
* Promote best practices in accordance with Generally Accepted Recordkeeping Principles (GARP) among projects teams.

**Deliverables:**The archivist will prepare the following documents:· A project master file index project template that integrates project office and country office files· An inventory sheet for each archived box· A box label for each box to be affixed to the box face· A transmittal sheet for each completed project· Weekly reports to keep the operations/finance team updated on archiving progress· Create reports and memos outlining the status of documents· A tranche of fully archived boxes**Physical Requirements****·** Regular attendance and availability during normal business hours are required.· Ability to work in a normal office environment and adhere to COVID-19 and security protocols for a safe and secure work environment.· Occasionally lift and/or move up to 25 pounds.**(Any other task assigned by Country Director/Finance Manager)** |
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| **Qualifications and / or Experience:** | To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The qualifications listed below are representative of the required knowledge, skills, and/or abilities needed to perform the principal duties.* Demonstrated experience with data entry, filing, labeling, packaging, retrieving, and preserving records.
* Experience working with donor funded projects as archivist is highly preferred.
* At least 1-2 years administrative experience preferred.
* Associate degree or must be enrolled in an academic program to obtain an advanced degree required.
* Demonstrated ability to communicate clearly and concisely both orally and in writing.
* Strong attention to detail and strong organizational skills
* Demonstrated versatility, and integrity.
* Demonstrated ability to follow standard practices and procedures, receive general instruction and supervision on work progress, and make significant contribution to end results.
* Strong knowledge of Microsoft Excel and Word, including creating and modifying documents.
* Ability to work both independently and in a team, coordinating with staff as work assignment requires.

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| **Language Requirement:** | English fluency (oral and written) |
| **Travel:** | Based in Abuja with no travel. |
| **Working Requirement:** | This is a short-term assignment for the duration of two (2) months with 30 full time paid days.  |

**To apply**

* Please send in a CV of maximum 3 pages and a cover letter of maximum 1 page to nigeria@international-alert.org copying soosom@international\_alert.org by 5 PM 26th  March, 2024. Include your salary requirements in your application.
* Please note that incomplete applications will not be considered.
* This position is only open to Nigerian nationals.
* Please note that only shortlisted candidates will be contacted. If you have not heard from us within three weeks of the closing date, you can assume your application has, on this occasion, been unsuccessful. Please do not send follow-up emails or calls.
* International Alert is an equal opportunities employer. All applicants will be judged strictly on the basis of merit.