



JOB DESCRIPTION

Name:	Position Title: Archivist
Department: Office of the Chairman	Reports to: Chairman
Direct Reports:	Location: NHQ
Purpose Statement	
To be responsible for assembling, cataloguing, preserving and managing valuable collections of historical information	
Key Result Area:	Duties and Responsibilities:
A. Information Management	<ul style="list-style-type: none"> • Design and maintain organizational systems to keep track of all archive materials • Evaluate, preserve, and arrange records and documents • Implement procedures for the acquisition, processing, digitization, and preservation of archival materials • Facilitate acquisition, preservation, arrangement, description, and access to born-digital materials • Create heritage research files relevant to business objectives • Appraise the materials, determine preservation and conservation issues, and determine best practice for resolving issues • Complete organization, preservation, and description of the collection • Maintain and update archival database • Appraise potential collection additions and makes recommendations for acquisition of new collections and de-accessioning of existing collections
B. Team Coordination	<ul style="list-style-type: none"> • Assist staff, researchers, and interns interested in accessing the Archives if needed • Teach archival instruction sessions, create exhibits, and engage in other outreach activities if needed
C. Others	<ul style="list-style-type: none"> • Perform other related tasks that may be assigned
JOB SPECIFICATIONS	
Qualifications/Minimum Education: Graduate of History, Information Science, Library Science and	

other related courses	
Personal Qualities and Skills: <ul style="list-style-type: none"> • Ability to think systematically and logically • Must be adaptive to information technology • Ability to manage multiple tasks • Collaborates with team members to achieve shared outcomes • Flexibility and a willingness to contribute outside standard office hours 	Work Experience: <ul style="list-style-type: none"> • With at least one (1) year experience in Archiving, Library Management and on other related field • Knowledge of archival and preservation concepts, methodology, and techniques • Knowledge of basic skills in web application software or markup language such as XML or other contemporary tools
Equipment Used: Computer, scanner, printer, copier, and telephone	Working Environment: Office Based and Field Based
Key Contacts: PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, International Partners	
Core Values: Focused, Fast, Friendly, Flexible, and Forward Looking	
All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.	

Position Holder

Immediate Supervisor's Name

Signature over Printed Name and Date

Signature over Printed Name and Date