

To: Placement Team

Addis Ababa

Subject: Applying for the Position of Manager Records and Archive Management Team.

I am writing my interest for the vacancy dated September 11, 2021 G.C. on the banks intranet for the position of **Team Manager for Records and Archives Management Team** which is under **Property and Facilities Management Directorate** under **Vice President Corporate Services cluster**.

My vision is strategically thinking and performing all banks responsibilities which was cascaded from the banks vision and mission individually, as a team with team members, and at directorate level responsibly and act professionally to protect banks resources both material and financial to perform or undertake banks new organizational structure as well as banks overall responsibility and mandate which was assigned by the Federal Government to address and support the policy in an effective and efficient manner.

If i got the position I will try to do the following activities with my team members together with all respective working units.

- ❖ Keep safe the banks records throughout their lifecycle (creation, use and disposition).
- ❖ To protect the banks semi active, active and dead from any kind of disasters.
- ❖ Handle safely all files and records of the bank in the Central Archive
- ❖ Prepare records retention schedule for all working unit in the bank within each department based on their specific tasks assigned.
- ❖ Prepare similar or standard file handling and classification for the bank.
- ❖ Closely work with the National Archives and Library Agency (NALA) which is the only government responsible organ nationwide.

I do have two degrees, BSC in Information System and BA in Management; and MBA in Management prospective graduate. I am now serving the bank as senior record officer in the record and archives management team for over five (5) years, two (2) years as records officer, my previous experiences as well as my educational background will qualify and make me best for the position.

Thank you !

Leul Bussa