

**Raxio Group ("Raxio")** is a Roha Group portfolio company investing in and building state-of-the-art Tier III data centers across Africa. Through our investments and hands-on approach, we seek to address the latent demand for critical data center infrastructure that will drive digital transformation across the region. Raxio has made its first data investments in Uganda and Ethiopia by establishing and developing Raxio Data Centre ("Raxio"), state-of-the-art facilities on the outskirts of Kampala and Addis Ababa. As we ramp up our operations and build facilities in new markets, we are hiring staff members who are interested in building a successful business in an exciting time. As part of this entrepreneurial and dynamic team, we are looking to hire:

### Document Controller

**Reporting to:** Head of Project, Africa

**Job Summary:** Manage and control all project related documentation in accordance to the company's standards on multiple construction projects across South and East African Regions

**Location:** Nairobi, Kenya

### Role

#### Detailed Job Description and responsibilities

- Receives and issues documents under transmittal receipts externally and internally and in accordance to the document distribution matrix.
- Controls and checks that all engineering documents are submitted correctly and on time.
- Ensures that all documents are free of errors in filenames and revisions before filing or submitting to the relevant department/party to avoid confusion.
- Ensures that controlled copies of latest approved documents and drawings are distributed to appropriate staff, contractors, and suppliers as applicable.
- Develops and maintains the projects department document control register.
- Receives, Scans, checks, files and distributes all documentation between the projects department, contractors, vendors, suppliers & consultants as required.
- Allocates document numbers to internally prepared documents and incoming documentation.
- Tracks and Maintains updated records of all approved documents and drawings in the Document Archive and the File Server with easy traceability.
- Maintains the files and control logs as required by the project procedures

#### Required/Desired Qualifications and Background

- Secondary School or University degree in engineering, economics, or administration.
- Familiar with capital project phases and methods of archiving and document administration principals
- Previous work experience in a large construction or multiple project environment.
- Good knowledge of English
- Efficient in MS Office - Word, Excel - Projects, Outlook, and AutoCAD
- Minimum 3 year of administrative experience.
- A demonstrated ability to multitask, manage and coordinate documentation across multiple complex projects with a wide range of stakeholders.
- Self-starter with a pro-active can-do mentality, a team worker, with a disciplined work ethos who is focused, detail-oriented, highly organized and result orientated.
- French and/or Portuguese language skills are a plus.

**How to Apply:** Please send your application with a detailed resume and a covering letter to [jobs@raxiogroup.com](mailto:jobs@raxiogroup.com).

*The Raxio Group and its affiliate companies are equal opportunity employers and prohibit discrimination and harassment of any kind. The Raxio Group is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at First Brick Holdings are based on business needs, job requirements and individual qualifications, without regard to gender, race, color, religion or belief, family, parental status, etc., and First Brick Holdings encourages candidates of all ages to apply.*