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The Commission Secretary/CEO

The National Gender and Equality Commission
Solution Tech Place, Longonot Road, Upper Hill
P.O. Box 27326-00100, Nairobi

Dear Sir/Madam,

RE: APPLICATION FOR THE POSITION OF RECORDS MANAGEMENT ASSISTANT III (REF: NGEN/HR/7/3/2026)

I am writing to formally apply for the position of Records Management Assistant III at the National Gender and Equality Commission, as advertised. With a Diploma in Information Science and direct experience in legal records management, I am eager to bring my clerical expertise to support the Commission’s vital mandate in promoting equality and inclusion.

During my industrial attachment at the Homa Bay High Court, I gained significant experience in handling professional records within a high-stakes environment. I was responsible for indexing, filing, and retrieving court documents, ensuring that information was organized according to legal standards. This experience taught me the critical importance of confidentiality, attention to detail, and the maintenance of reliable archives—skills that are directly applicable to the record-keeping needs of the NGEN.

I offer the following key qualifications:

- **Information Science Expertise:** In-depth understanding of the records lifecycle and modern archiving techniques.
- **Clerical Support:** Proven ability to manage office documentation, correspondence, and digital data entry with high accuracy.
- **Technical Proficiency:** Expert user of MS Office Suite (Word, Excel) for efficient office management.
- **Integrity and Confidentiality:** A disciplined professional committed to protecting sensitive data and institutional records.

I am inspired by the Commission’s work in protecting the rights of marginalized groups and would be honored to contribute to your team by ensuring that the Commission’s information management systems remain efficient and transparent.

Enclosed are my curriculum vitae and academic certificates. I look forward to the opportunity to discuss my suitability for this role in an interview.

Yours Faithfully,

SCOVIA OGAWO