



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION

DEPARTMENT: CORPORATE SERVICES

POST: REGISTRY / RECORDS MANAGEMENT OFFICER

REFERENCE NO: KLM 03/2024/2025 ANNUAL REMUNERATION WILL BE BASED ON A TASK 6 (R158 614)

MINIMUM REQUIREMENT

- Grade 12, National Diploma in Record Management or Archiving.
- Minimum two (02) years' experience in records management or related work environment.
- Good communication (verbal and written) skill, in depth knowledge of the National Archives and Record Services Act.
- Ability to work independently and under pressure as well as writing reports.
- Knowledge of the Records Management Policy, Procedures and Manuals.
- Knowledge of other legislative framework governing records management will serve as an advantage, e.g. the Promotion of Access to Information Act.
- Computer Literate in Ms Word, Excel, PowerPoint and Outlook.

KEY PERFORMANCE AREAS

- Render record management and archiving.
- Understanding of the Records Management Policy, Procedures and Manuals.
- Registration and photocopying of incoming mail to maintain a proper filing system.
- Attending to counter service to provide an efficient registry service.
- Processing of incoming and outgoing faxes to provide a proper fax dispatching and distribution service.
- Responsible for the safekeeping of current, closed and terminated departmental records.
- Manage the filing and retrieval of departmental records, mails, pending files, circulate and search for files as per the National Archives Act and other prescripts.
- Develop and manage all registers utilized by registry.
- Ensure proper control and custody of the records.
- Render efficient and effective quality registry services to both internal and external clients.
- Monitor and implement records management policy and procedures. Ensuring the use of the file plan, indexing and referencing of documents by all personnel before filing

Financial interest;

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc.; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Amendment Act No. 7 of 2011 or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- The successful candidate will be held personally liable for certain costs incurred during recruitment if he or she, after being appointed decline to accept the appointment.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and Driver's License (certified copies must not be older than 3 months) and proof of Competency level, where applicable is required.
- No fax or e-mailed applications will be considered; applications received after the closing date indicated below will not be accepted.

Applications can be posted to The Municipal Manager
Attention: Adv. W Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL
8405

Or can be hand delivered at:

Kgatelopele Municipality at the Human Resource Office.

Enquiries may be directed to Acting Senior Human Resource Officer: Ms. C. van Rooyen
(053) 384 0101 during office hours between 07:30 am – 16:45pm Monday to Thursdays and
Fridays till 15:30pm.

CLOSING DATE: 12 September 2024 at 12:00pm