



## DR J.S MOROKA LOCAL MUNICIPALITY



### RE-ADVERTISEMENT

#### DEPARTMENT: ADMINISTRATION & CORPORATE SERVICES

**ASSISTANT MANAGER: RECORDS MANAGEMENT AND ARCHIVES**  
**SALARY: R551 137.64 Per Annum (All-inclusive remuneration package)**

**REQUIREMENTS:** A degree or NQF level 6 qualifications in Records Management and Archiving, or Degree in Management or NQF level 6 in Municipal governance, records Management course offered by the National Archives and Records Services of South Africa will be an added advantage. Four to Five years relevant experience in Records Management preferably in Local Government. Knowledge of Local Government and its legislations, knowledge of filing system and Electronic filing system and a valid driver's licence.

**RESPONSIBILITIES:** Proper creation, management, accessing and disposing of documents including monitoring systems of record management. Developing relevant policies and procedures of record management systems. Ensuring compliance with pieces of legislations dealing with record management and archive. Providing administrative support to Council on record management system. Control access to records, develop procedures for disposal of records. Developing, maintaining, modifying and evaluating existing system for record management. Managing staff in Records, draw reports, publications and prepare audit reports on record management. Provide training to Records staff and ensure compliance with POPI legislation and regulations.

**Note:** Suitably qualified employment equity candidates are encouraged to apply as the Municipality seeks to achieve its employment equity targets. Security clearance and vetting will be conducted on all shortlisted candidates. Application letters clearly stating position applied for, accompanied by certified copies of qualifications, ID documents, Driver's license (Where applicable), and a detailed CV, must be addressed to: The Municipal Manager, Private Bag X4012, Siyabuswa, 0472. (Applications can also be hand delivered at the Municipal Head Office in Siyabuswa). For more information contact the Human Resources (013) 973 1101/1390. Should you not hear from the Municipality within six (6) weeks after the closing date, kindly consider your application as unsuccessful.

**CLOSING DATE: 22 APRIL 2014.**

**MAHLANGU B.S**  
**MUNICIPAL MANAGER**