



HARRY GWALA DISTRICT MUNICIPALITY

CORPORATE SERVICES DEPARTMENT

RECORDS OFFICER

- Salary Grade: R264 550.08 - R343 387.80 p.a. (T10) (plus applicable benefits) • REF NO: COP S 5/5/4/2/1

Job requirements: • A Grade 12/Matric • A National Diploma (NQF Level 6) in Public Administration, or relevant qualification • Records Management Certificate • 2 - 3 years' experience in Records Management and Printing Services • Computer literacy in Microsoft Software packages • A valid motor driver's licence.

Key performance areas: • Monitor adherence to procedural requirements related to the accessing and issuing of document files • Coordinate sequences to facilitate document/file retrieval • Provide support on records management policy review • Provide guidance to departmental personnel on administrative system application and information recording/updating procedures • Oversee the management of electronic and paper-based information systems • Provide support with the Municipal disposal programme • Maintain and update the approved filing system for the Municipality • Ensure compliance with relevant legislation and regulations • Check the availability, accuracy and adequacy of current information to satisfy information requirements and report on barriers to effective information services • Establish the adequacy and availability of personnel against agreed outcomes and motivate to the immediate superior for additional resources to support the implementation of operational plans • Establish and maintain a register on the location of all records including the offsite storage • Ensure all file storage areas are kept safe and well maintained.

COMMITTEE OFFICER

- Salary Grade: R234 966.24 - R304 991.76 p.a. (T9) (Plus applicable benefits) • REF NO: COP S 5/5/4/2/3

Job requirements: • A Grade 12/Matric • Three (3) years' qualification (NQF Level 6) in Public Administration or relevant qualification • Good English (verbal and written) communications skills • 2 - 3 years' experience in Administration (minute taking) • Computer literacy in Microsoft Software packages.

Key performance areas: • Provide secretarial, administrative and procedural support to the committees of Council by effectively preparing agendas, submit documentation, formulate resolutions and transcribe minutes of all committee meetings • Refer to the approved schedule of Committee meetings and confirming/reporting deviations from plans with respect to catering requirement and/or stationery and equipment needed for specific sessions to the immediate superior in timely manner • Communicate with Office Bearers to establish items for inclusion on the agenda and the submission of investigative/general reports and proposal supporting agenda items • The timely completion of the agenda and minutes of previous meetings and resolutions of meetings to members in accordance to the set standing Rules and Orders of Council • Perform effective and efficient secretarial support at meeting with regards to circulation and completion of attendance registers, record details of proceeding/discussions proposals and recommendations, and make available of copies for correspondence referred to in discussion to members • Use word processing applications to prepare minutes and notifications of meetings and, extract and forward information on request with respect to long term continuous absenteeism of officials and Union Representatives to the relevant person • Ensure the consistent update of Committee files and records, insert attendance registers, notification, correspondence, agenda and minutes in accordance with established referencing sequences • Relieve Receptionist when unavailable • Assist with the ordering of stationery for Corporate Services • Maintain high level of confidentiality and ethics.

CLERK (REGISTRY)

- Salary Grade: R130 524.72 - R168 586.08 p.a. (T5) (Plus applicable benefits) • REF NO: COP S 5/5/4/2/2

Job requirements: • A Grade 12/Matric • Knowledge/experience of operating a scanner and document binding equipment • Knowledge/experience of records management and archiving • Good English (verbal and written) communications skills • Computer literacy in Microsoft Software packages.

Key performance areas: • Provide registry counter services • Handle incoming and outgoing correspondence • Render an effective filing and records management service • Operate office machines in relation to the registry functions • Coordinate scanning of incoming Municipal correspondence and filing of scanned correspondence, using approved Records Management systems • Responsible for copying, packaging and binding of various municipal documents • Responsible for packaging agendas and minutes to be filed and other documents using designed covers; binders; to produce well packaged documents • Liaise with the service provider for photocopy machines.

Enquiries should be directed to: The Human Resources Unit, on tel: (039) 834 8756/5504/8752/.

No faxed applications will be accepted.

Applications must be submitted with a signed **Application Form** which can be found on our website: www.harrygwalmunicipality.gov.za accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications, Identity Document and driver's licence must be **addressed to:** The Municipal Manager, **for Attention:** Mrs T.T. Thiyane-Magaqa, Executive Director: Corporate Services, **Harry Gwala District Municipality, Private Bag X 501, Ixopo, 3276, or can be hand delivered/courier to 40 Main Street, Ixopo, 3276, or e-mailed to: recruitment@harrygwalmunicipality.gov.za to reach us no later than 15h00, 18 October 2024.**

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Canvassing with Councillors or Management will lead to an immediate disqualification. The Harry Gwala District Municipality subscribes to the National Equity Strategy.

NB: Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

MR G.M. SINEKE: MUNICIPAL MANAGER