



WATERBERG DISTRICT MUNICIPALITY

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned post:

INTERNAL ADVERTISEMENT

CORPORATE SUPPORT & SHARED SERVICES RECORDS CLERK - POST LEVEL 09

SALARY: R110 724 – R128 292 per annum

BENEFITS: NORMAL MUNICIPAL BENEFITS

REQUIREMENTS

Applicants must have Grade 12 Certificate (Matric), computer literacy (MS word, Excel, Office Outlook)

COMPETENCIES AND SKILLS

Good interpersonal and communications skills. Must be able to deal with confidential documents / information. Be able to work independently, long hours and under pressure when necessary to meet deadlines.

KEY RESPONSIBILITIES

- Performs activities / tasks associated with registering and recording of incoming, outgoing mail or correspondences.
- Performs specific activities associated with monitoring circulation and retrieval of document and correspondences and files
- Photocopying and binding documentation as per requests received from personnel.
- Transmitting facsimile copies to specific destinations and recording transmission details confirming receipt of execution.
- Capturing all incoming and outgoing correspondences on Orbit systems and forwarding to relevant personnel.
- Controls workflow processes and output levels administrative
- Providing guidance to departmental personnel on administrative system application and information recording / updating procedures
- Monitoring adherence to procedural requirements related to the accessing and issuing of document files and coordinate sequences to facilitate documents / files retrieval from users.

Applications, accompanied by a comprehensive CV, originally certified copies of qualifications, ID and covering letter that indicate the position you are applying for, must be hand delivered to Human Resources Section, Room 25. Applications without the relevant accompanying documents will not be accepted. Further enquiries maybe directed to Acting Divisional Manager Human Resources, Salthiel Mthombene at Ext 3367 during office hours.

Closing Date: 16 July 2008 at 16:15

The onus is on you to ensure that your CV reflects the required competencies. Should you not hear from us within one month, please accept that your application was unsuccessful.

The Waterberg District Municipality reserves the right not to fill the advertised post.

**N.C MOTSEPE
MUNICIPAL MANAGER**