



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 AND EXTERNAL

CORPORATE SUPPORT & SHARED SERVICES SENIOR RECORDS CLERK - POST LEVEL 08

SALARY: R121 440 – R134 112

BENEFITS: NORMAL MUNICIPAL BENEFITS

REQUIREMENTS

A three - year relevant tertiary qualification or equivalent (preferably Records Management) plus 2 years experience in the Records Office. Sound computer knowledge (MS word, Excel, Power-point, Office Outlook) Thorough knowledge of practices and legislation applicable to Registry Function. A valid Code 08 driver's license

COMPETENCIES AND SKILLS

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

KEY RESPONSIBILITIES

- Implements and maintains procedures and systems associated with controlling the flow, storage, retrieval and disposal of functional documentation and correspondence.
- Capturing using sequential codes and monitoring the status of correspondence received / dispatched on the Orbit System and records / filing system. in accordance with relevant legislation;
- Coordinating sequences to facilitate the archiving and disposal of aged / obsolete records.
- Keeping records of all Council, Mayoral and other Committees agendas, minutes, resolutions etc.
- Controls workflow processes and output levels administrative
- Updating and forwarding records of equipment located within the Unit and reports on loss / damage
- Attending to and making available information to support settlement of insurance claims
- 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 sent by post to: The Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand delivered to Waterberg District Municipality, Harry Gwala Street, Human Resources Section, Room 25. Faxed or e-mailed applications and those without the relevant accompanying documents will not be accepted.

Further enquiries maybe directed to Acting Divisional Manager Human Resources, Salthiel Mthombene at tel. no. 014 718 3367 during office hours.

Closing Date: 11 July 2008 at 16:15

The Waterberg District Municipality reserves the right not to fill the advertised post. Should you not be contacted within 30 days of the closing date please accept that your application had been unsuccessful.

**N.C MOTSEPE
MUNICIPAL MANAGER**