

INTERNAL AND EXTERNAL ADVERTISEMENT:
PERMANENT POSITION
VACANCY: CORPORATE SERVICES
SENIOR ADMINISTRATOR: ARCHIVES & REGISTRATION

ZF Mgcawu District Municipality, situated in the Northern Cape Province and based in Upington, is a dynamic equal opportunity employer. Suitable, qualified and committed individuals are invited to apply. Appointments will be made according to the accepted equal opportunities and Council's affirmative-action policy.

JOB TITLE	Snr Administrator: Archives & Registration
REPORTING TO	Unit Manager: Administration
ANNUAL SALARY	PL 7/1
DURATION	Permanent
LOCATION	Head Office: ZF Mgcawu District Municipality
PREFERRED MINIMUM EDUCATION AND REQUIREMENTS	Grade 12; Computer literacy: MS Office; and Relevant training presented by the National Archives and Records Service (NARS); and A relevant qualification preferably a Higher Certificate: Archives & Records Management. Fully bilingual (English - Afrikaans) Attention to Detail Must be able to work under pressure
PREFERRED MINIMUM EXPERIENCE	3 - 5 years relevant experience.
JOB RESPONSIBILITIES Detailed tasks and KPA's in Job Description	<ul style="list-style-type: none"> ➤ Tasks associated with controlling the registering, recording, circulation and retrieval of documents and correspondence in accordance with laid down procedures directing applications associated with the registry and records functionality; ➤ Implement and maintain procedures and systems associated with controlling document and correspondence flow, storage, retrieval and disposal; ➤ Responsible for general financial and administrative duties, including compilation of the budgets;
ADDITIONAL COMPETENCIES	Sound knowledge of records management theory and practice, including standards and best practice; Establishes criteria and work procedures to achieve high level of quality and service; Monitors adherence to procedural requirements; and Coordinates sequences to facilitate the archiving and disposal of aged / obsolete records. Fully bilingual. Ability to work under pressure
APPLICATION TO BE DIRECTED TO	In anticipation of a large number of applications, correspondence will be limited to the short listed candidates only. You are further advised that the Council has the right to appoint any candidate if it is in its view that no suitable candidate could be found Canvassing for appointment is highly discouraged. Shortlisted candidates will be subjected to security vetting. Application: Detailed and comprehensive Curriculum Vitae including covering letter accompanied by certified copies of Qualifications must be addressed to: The Municipal Manager, Private Bag X6039, Upington 8800. Hand deliveries: Corner Dr. Nelson Mandela Drive & Upington 26 Drive Upington No faxed or emailed applications will be accepted. If you have not received any response within 30 days after the closing date, consider your application unsuccessful. Enquiries can be directed to: Mr. DJ Van Zyl, Director Corporate Services Tel: 054 - 337 2800
CLOSING DATE OF APPLICATIONS	02 November 2022
ACTING MUNICIPAL MANAGER	MR AK TIETIES



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