

EMTHANJENI MUNICIPALITY



INTERNAL/EXTERNAL ADVERTISEMENT

NOTICE NO: 57/2022

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

Directorate: Corporate Services

1. Senior Registry Clerk

Salary: R 186 307.00 – R 241 832.00 (Task Level 7)

Abovementioned salary offers the following benefits:

A 13th Cheque
Pension fund benefits
Medical-aids funds benefits
Leave and Housing benefits

Key requirements:

- Grade 12
- Computer literacy
- 1 - 3 years relevant administrative experience.
- Experience in the fields of paper-based and electronic records management.
- Diploma in Records Management will be an added advantage

Responsibilities:

- Knowledge of 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.

- Knowledge of local government environment
- Knowledge of Information Management
- Specialist knowledge of Records Management Practices
- Understanding of the most prevalent electronic systems presently being employed e.g. transaction processing systems, data management systems, electronic documents and record management systems etc.; and
- Knowledge of relevant standards as well as the statutory and regulatory framework within which an office functions.

Interested persons are requested to forward completed application forms, which can be found on the website of Emthanjeni Local Municipality at www.emthanjeni.co.za, or at all Emthanjeni Municipal offices together with a comprehensive CV and certified copies of qualifications. For enquiries contact the Manager: Support Services, Mrs DT Mjandana at 053 632 9100.

Closing date: 28 October 2022 at 12h00

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

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MUNICIPAL MANAGER
PO Box 42
De Aar
7000
Tel: 053 632 9100**