

POST : **CHIEF REGISTRY CLERK**

SALARY : R 183 438 per annum (level 7)

CENTRE : Bloemfontein

REF : 240415/13

REQUIREMENTS : A Grade 12 certificate or equivalent qualification. Three (3) to five (5) years experience in records management. Good communication (verbal and written) skills, in depth knowledge of the National Archives and Records Services Act and MISS. Ability to work independently and under pressure as well as writing reports. Knowledge of the records management policy, procedures and manuals. Knowledge of other legislative framework governing records management will serve as an advantage, e.g. the Promotion of Access to Information Act. Knowledge of Persal.

DUTIES : Responsible for the safekeeping of current, closed and terminated departmental records. Filing and retrieval of departmental records as per the National Archives Act and other prescripts. Conduct in service training for registry officials and other related personnel in order to ensure compliance of the relevant acts. Develop and manage all registers utilized by Registry. Ensure proper control and custody of the records. Render efficient and effective quality registry services to both internal and external clients. Implementation of records management policy and procedures. Ensuring the use of the file plan, indexing and referencing of documents by all personnel before filing. Recommendation for archiving or disposal of files on due dates. Handling incoming and outgoing mail. Supervise and render effective filing and record management service. Ensuring provision of messenger services to the regional office. Compile management reports with regard to records management. Ensuring proper use of the franking machine. Management of messenger services to the regional office. Monitoring of records to ensure alignment with other regions including head office in order to maintain uniformity of records keeping within the department.

ENQUIRIES : Ms M.E Maema, tel (051) 405 9000

APPLICATIONS : Please forward all applications for the **Centre: Bloemfontein** quoting the reference number to: The Provincial Head, Department of Water and Sanitation, Private Bag X 528 Bloemfontein 9300 or hand deliver to 2nd Floor, Bloem Plaza Building, c/o Charlotte Maxeke & Eastburger Streets, **For attention:** Ms P Shabe