



DEPARTMENT OF WATER AND SANITATION

- APPLICATION** : **Centre: Free State Provincial Office Bloemfontein** Please forward your applications quoting the relevant reference number to The Regional Head: Bloemfontein, Department Water and Sanitation, Private Bag 528, 9300 or hand-deliver at the Bloem Plaza, Bloemfontein, Second floor. **For attention:** Ms L Ntja
- CLOSING DATE** : **25 NOVEMBER 2016 TIME: 16H00**
- POST** : **CHIEF REGISTRY CLERK. REF: 181116/81**
- This post is a re-advertisement; people who previously apply must reapply**
- SALARY** : R211 194 per annum (Level 7)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : Grade 12 certificate or equivalent qualification. Three (3) – five (5) years experience in records management. Knowledge, understanding and experience in registry/records management environment. Good communication (verbal and written), in depth knowledge of the National Archives and Records Services Act and MISS. Knowledge of records management policy, procedures and manuals. Knowledge of other legislative framework governing records management such as Promotion of Access to Information Act (PAIA). Ability to work independently and under pressure. Analytical thinking and problem solving skills. Flexibility, planning and organising skills. Ability to multitask, pay attention to detail and handle confidential information. Good leadership skills and ability to work in a team. Practical knowledge, understanding and application of registry duties, practices as well as the ability to capture data. Planning and organisation. Proficiency in Language. Good verbal and written skills. Good interpersonal skills and ability to interact with people at all levels. Computer literacy and numeracy.
- DUTIES** : Responsible for the safekeeping of current , closed and terminated 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. Ensuring the use of the file plan, indexing and referencing of documents. Recommendation for archiving or disposal of files on due dates. Provision of messenger services. Ensuring the proper use of the franking machine. Provide support and guidance by ensuring implementation and compliance of records management/archiving policies and procedures. Management, supervision and provision of efficient registry counter services. Supervise and manage the handling of incoming and outgoing correspondence. Rendering of an effective filing and records management service. Maintain an efficient filling and record keeping system. Supervise the operation and operate office machines in relation to the registry functions. Supervise and manage an efficient processing and process documents for archiving and/or disposal. Supervision of switchboard, landline telephones, cellular phones and leased machinery services and contracts.

Verification of consolidated report on monthly landlines cellular phone bills. Submission of accounts to Finance for payment. Keep and update applicable registers. Compile letters, memoranda, submissions and reports relating to Registry. Supervise and give guidance to personnel. Render assistance with execution of tasks attached to registry and administration support section.

ENQUIRIES

: Ms M Maema, Tel (051) 405 9000