



DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

For Centre: Bloemfontein please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9300 or hand deliver at Sanlam Plaza Building, 2nd Floor, c/o Charlotte Maxeke and East Burger Street, Bloemfontein. **For attention: Mr PJ Mofokeng**

CLOSING DATE:

26 AUGUST 2016.TIME:16H00

POST

: CHIEF REGISTRY CLERK Ref: 260816/29

SALARY

: R211 194 per annum, Level 07

CENTRE

: Bloemfontein

REQUIREMENTS

: Grade 12 certificate or equivalent. Three (3) – Five (5) years practical experience in records management. The following will serve as an added advantage: Relevant tertiary qualification. Practical experience in the management and administration of telecommunications (switchboard operation, landlines and cell phone contracts). Practical experience in the management and administration of leased contracts and key accounts. Practical working knowledge, understanding and application of storage and retrieval procedures in terms of registry/ records management working environment. Ability to manage and record large volumes of documentation. Practical experience in supervision of personnel. 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. 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. Good interpersonal skills and ability to interact with people at all levels. Practical working knowledge, understanding and application of legislative framework governing the Public Service. Computer literacy and numeracy in MS Office.

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; 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; Management and supervision of switchboard, landline telephones, cell phones and leased machinery services and contracts; Administration of monthly landlines bills, cellular phones and photocopier invoices; Reconciliation of key accounts payments; Liaise with and provide feedback to clients and service provider with regard to photocopier machines, toners, cell phones, landlines and switchboard and other related matters; Printing, distribution, debt collection, verification and consolidation of monthly telephone bills; Provide binding and laminating services; Keep and update applicable registers; Compile letters, memoranda, submissions and reports; 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