



MPUMALANGA PROVINCIAL ADMINISTRATION



The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

POST 2022/23/20 : REGISTRY CLERK DEPARTMENTAL SUPPORT TO THE OFFICE OF THE EXECUTIVE AUTHORITY (REF: DEDT 2022/23/20)

- SALARY CENTRE** : R 176 310.00 per annum (Salary level 05)
: Head Office, Mbombela
- REQUIREMENTS** : Grade twelve (12) Certificate with two (02) years relevant work experience or an appropriate SAQA recognized NQF level six (06) tertiary qualification in records management or equivalent. Good verbal and written communication skills, Knowledge of the National Archives and Records Services Act and MISS. Ability to work independently and under pressure. Knowledge of the records management policy, procedures and manuals. Knowledge of legislative framework governing records management will service as an advantage, e.g. the Promotion of Access to Information Act and PERSAL.
- DUTIES** : Responsible for safekeeping of current, closed and terminated departmental records. Filing and retrieval of records as per the National Archives Act and other prescripts. Ensure compliance with all 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 internal and external clients. Implement records management policy and procedures. Ensure 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. Render effective filing and record management service. Compile management reports with regard to records management. Ensure proper use of the franking machine.
- ENQUIRIES** : *Ms DJ Thobela @ (013) 766 4134*

APPLICATION : *Application quoting reference number must be addressed to the Head: Economic Development and Tourism. Applications must be posted to Department of Economic Development and Tourism, Private Bag X11215 Nelspruit 1200 or delivered Nokuthula Simelane Building, N0 7 Government Boulevard Riverside Park Extension 02 Mbombela 1201*

CLOSING DATE : **18 November 2022 @ 16h15**

NOTE : New 83 application form must fully completed, signed and quote the relevant reference number. The form can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. The Department will not consider incorrect application as from 01 January 2021. A recently updated comprehensive CV, contactable referees (telephone numbers and email addresses must be indicated). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents, all Non SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). An evaluation certificates from the South African Qualification Authority (SAQA) must accompany foreign qualifications. Shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.