

## DEPARTMENT OF COOPERATIVE GOVERNANCE

*The vision of the Department of Cooperative Governance is one of having a well co-ordinated system of Government consisting of National, Provincial and Local spheres working together to achieve sustainable development and service delivery. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery and promote representivity in the Department through the filling of the post. The candidature of persons whose appointment/transfer/promotion will promote representivity will therefore receive preference.*

- APPLICATIONS** : May be posted to URS Response Handling, P O Box 11506, Tiegerpoort, 0056; submitted electronically via email: cogta23@ursonline.co.za or via fax: 086 415 5709.
- FOR ATTENTION** : URS Response Handling Tel No: 012 811 1900
- CLOSING DATE** : 26 October 2018
- NOTE** : The successful candidate will be appointed subject to positive results of the security clearance process and the verification of educational qualification certificates. Applications must be submitted on a signed Z83 Form (application form), obtainable from any Public Service department website, and should be accompanied by a comprehensive CV as well as certified copies of ID and all qualifications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Incomplete applications or applications received after the closing date will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Failure to attach the signed Z83 form, certified copies of ID and all qualifications will result in automatic disqualification. Due to the large number of responses anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful. Thank you for the interest shown in the Department.

## OTHER POST

- POST 40/04** : **SENIOR REGISTRY CLERK: REGISTRY REF NO: 24907/01**
- SALARY** : R299 709 per annum (Level 08)
- CENTRE** : Pretoria
- REQUIREMENTS** : A 3 Year Bachelor's Degree or 3 Year National Diploma in Records Management or equivalent qualification with 2-3 years appropriate experience in a Records Management and Registry Services. Generic competencies: Quality of work, reliability, initiative, communication, interpersonal Relations, team work and planning and execution. Technical Competencies: Records management, policy issues, National Archives Act, Minimum Information Security Standard (MISS) and Electronic Records Management Systems.
- DUTIES** : The incumbent will perform the following duties: Render all Registry Functions, implementation and monitoring of Registry Procedure manual, implementation, amendments and additions of file plan. Proper Records Management Practice: restructuring of old files, safe custody and protection of records, monitor classification of documents in terms of Minimum Information Security Standards. Implement a systematic disposal programme: implement the disposal authority on all records covered by the general disposal authority, apply general disposal authority on all suitable records, ensure that records are disposed of in terms of a written disposal authority issued by the National Archives, monitor retention periods for all non-archival records. Maintain Electronic Document Records Management System in the Department: back-scanning of records. Implement regular support visit reports recommendations: implement support and monitor visit reports

**ENQUIRIES**

recommendations, act upon the recommendations of the archives  
inspection/audit reports.

: Mr A Tolamo Tel No: 012 334 0927