

### THE PRESIDENCY

*The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of "Top Secret".*

- APPLICATIONS** : The Presidency, Private BagX1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.
- FOR ATTENTION** : Ms Kefilwe Maubane
- CLOSING DATE** : 19 October 2018
- NOTE** : Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

### OTHER POST

- POST 40/80** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT**  
Directorate: Auxiliary Services  
1 year contract
- SALARY** : R356 289 per annum (Level 09)
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior Certificate plus a Bachelor's Degree in Records/Archival/Information Management fields or equivalent qualification on NQF level 7. A minimum of three (3) years supervisory experience in archival field with specific specialisation in records management and information systems. Competencies: Good verbal and written communication skills, client orientation and customer focus, supervisory skills, people management skills, mentoring and empowerment, negotiation and conflict management, honesty and integrity, problem solving, analysis, reporting and financial and procurement management. Must have good administrative skills and organising skills. Knowledge of National Archives and Records Services of South Africa Act No 43 of 1996 as amended and other legislations which impact on archives, records management and information systems. Knowledge of electronic records management databases, software and operating systems e.g. IDMS, EDMS and ERM. Knowledge of Public Service Regulatory Framework, Treasury Regulations and Public Finance Management Act.
- DUTIES** : The successful candidate will be responsible for organising, managing and leading Auxiliary Services unit, Records Management and appropriate information systems for the unit. Overseeing organisational records from their disposal. Maintaining, verifying and evaluate existing Records Management systems. Overseeing compatibility of existing paper and electronic record keeping systems. Handling enquiries from both internal and external clients. Ensuring that records are protected in accordance with prescripts, policies and practices of the National Archives and Records Services. Ensuring that financial, legal or administrative requirements and regulations are complied with. Ensuring the classification and indexing of records. Ensuring the disposal and archiving of records upon completion. Ensuring that records are easily accessible when required. Providing appropriate training to staff to

**ENQUIRIES**

ensure proper records maintenance. Managing the telephone services for the department. Ensuring confidentiality of all incoming mails and ensure that all items reach the intended recipients in the same quality.  
: Ms Renata Shilubana-Lechaba Tel No: (012) 308 1725