

SWELLENDAM MUNICIPALITY

VACANCY: ADMINISTRATOR (RECORDS & ARCHIVES)

(Directorate: Corporate Services-----Salary scale T10 > R225 792 – R293 100 per annum
plus normal fringe benefits)

Applications are hereby invited from competent persons for appointment in the above vacancy.

Requirements:

- Matric;
- Post-school qualification (NQF 5) in Administration/Office management;
- Computer proficiency (MS Office);
- Language proficiency in at least two of the 3 official languages of the Western Cape;
- At least 3 years proven office experience in a records management environment.

Main duties:

* Mail-, correspondence-, document control; * Access, circulation and retrieval of records/documents;
* Disposal of records; * Clerical / office support.

(a full job description is attached hereto)

Enquiries can be directed to Mrs Janette Etzebeth (Manager: Administrative Support Services) at telephone (028) 514 8506.

Applications, on the **official application form** with a CV, certified copies of **all** qualifications stated on the CV, identity document and at least one reference, must be directed to the Human Resource Manager (Mr P. Le Roux) to reach him on or before **Friday, 11 September 2020 at 16:00** . It is **compulsory** to complete the official application form in own handwriting. Applications that do not have the supporting documentation will be disqualified automatically. Applications can be handed in at the respective administrative offices at Swellendam, Buffeljagriver, Suurbraak and Barrydale. **No** application per fax will be accepted . Applications via e-mail (with a **maximum** number of **20 pages**) can be sent to audrey@swellenmun.co.za

Swellendam Municipality is an equal opportunity employer. The Municipality reserves the right not to make an appointment. Canvassing with councillors is an offence and will result in the disqualification of an application. If no feedback is received within eight weeks of the closing date, please consider your application as unsuccessful.

Swellendam Municipality
49 Voortrek Street (P.O. Box 20)
SWELLENDAM, 6740
Tel: (028) 514 8500

A.M. GROENWALD
MUNICIPAL MANAGER

(Notice HR 12/2020)

NO.	DUTIES/TASKS (What, How and Why)
1.	REGISTRY FUNCTIONS
1.1	<p data-bbox="317 315 895 338">MAIL / CORRESPONDENCE/ DOCUMENT CONTROL</p> <p data-bbox="317 371 1445 427">Performs and coordinate activities/ tasks associated with registering and recording of incoming/ outgoing mail/ correspondence and documents, by</p> <ul data-bbox="317 461 1509 925" style="list-style-type: none"> • Receiving incoming/ outgoing mail and commences with recording sequence in registers, inserting dates, details of addressee, etc. • Reading correspondence in order to identify correct file number (in accordance with the filing system) for every document and noting it down in the correspondence. • Overseeing the process of inserting acknowledgement of receipt on incoming mail, stamping and reflecting circulation details. • Receiving internal notices, memorandums and letters from the different departments, checking that the file numbers are correct and hand over to subordinates for capturing of meta-data on Electronic document system and distribution to the relevant department/officials. • Ensuring that all correspondence are scanned and captured on the electronic document system using sequential codes and monitoring the status of correspondence received or dispatched. • Attending to the preparation of outgoing mail, determining postage applicable referring to official postage tariff guides and/ or detailing any special requirements with respect to priority mail, etc. • Inserting appropriate 'control codes' on correspondence received from internal/ external sources. • Managing the register of registered certified mail. • Managing the pending system. <p data-bbox="317 931 1445 987">In order to ensure specific control procedures are applied with respect to mail/ correspondence received and/ or for circulation.</p>
2.	RECORDS CONTROLS
2.1	<p data-bbox="317 1052 767 1075">ACCESS, CIRCULATION AND RETRIEVAL</p> <p data-bbox="317 1108 1509 1164">Performs specific tasks/ activities associated with monitoring the circulation, filing and retrieval of document and correspondence files, by</p> <ul data-bbox="317 1198 1509 1863" style="list-style-type: none"> • Initiating sequences to maintain/ update the correspondence reminder and filing system and creating new files using specific codes and references. • Responsible for the correct filing of all correspondence in accordance with guidelines in the Registry Procedure Manual • Monitoring adherence to procedural requirements related to the accessing and issuing of document files and/ or coordinating sequences to facilitate document/ file retrieval from users. • Responsible for the keeping and retrieval of security documentation • Filing, retrieval and issuing of security documentations such as deeds of sale, title deeds, agreement, etc • Keep, update register and records regarding security documentation • Responsible to keep the register and security documentation in store/safe room • Responsible for applying the policy of document economy by preventing unnecessary duplication and adhering to the rest of the guidelines in accordance with Registry Procedure Manual • Maintaining and updating copies of legislative Acts, by-laws and standing orders. • Supporting the supervisor to ensure that approval for the archiving and disposal of aged/ obsolete records are obtained. • Ensuring that scanning processes with regard to the upload of documents on the electronic records management system are complied with. • Distributing correspondence via the electronic records management system to the relevant departments. • Making records accessible to officials. • Preserving public records on the electronic records management system. • Coordinating sequences to facilitate the archiving and disposal of aged/ obsolete records <p data-bbox="317 1897 1509 1953">In order to ensure correspondence files and records are maintained, circulated and retrieved in accordance with laid down procedures.</p>

2.2	<p>DISPOSAL PROCESS</p> <p>Implements and maintains procedures and systems associated with disposal of records, by</p> <ul style="list-style-type: none"> • Identifying records for disposal or transfer to Provincial Archives office. • Request the supervisor to apply for approval for disposal of archives. • Preparing files and making arrangements for transfer of documents • Keeping the destruction register and disposal authority register updated. <p>In order to ensure that the disposal of archives are in accordance with the National Archives Act.</p>
3.	<p>SUPPORT FUNCTIONS</p>
3.1	<p>CLERICAL/ OFFICE SUPPORT</p> <p>Performs tasks/ activities associated with the provision of general office support, by</p> <ul style="list-style-type: none"> • Transmitting facsimile copies to specific destinations and recording transmission details confirming receipt, time and date of execution. • Photocopying original documentation as per requests received from personnel. <p>In order to ensure adequate support is made available and requests/ instructions adhered to.</p>
4.	<p>SUPERVISION AND CONTROL</p> <p>Controls workflow processes and output levels of personnel, by</p> <ul style="list-style-type: none"> • Providing guidance to departmental personnel on administrative system application and information recording/ updating procedures. • Resolving conflicts and addressing deviations in performance levels from agreed standards through the application of specific Human Resources procedures regulating working conditions, job design and responsibility levels. • Assessing training and developmental needs and forwarding motivations to support personnel needs and requirements to the Training and Coordinator. • Monitor staff attendance and leave applications. <p>In order to ensure departmental personnel are capable of interpreting requirements and applying administrative procedures and guidelines to accomplish laid down objectives and deadlines.</p>