

Winnie Madikizela-Mandela Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
mahlakal@mbizana.gov.za

EXTERNAL ADVERT

Winnie Madikizela Mandela Local Municipality is a Category 2 Municipality that is committed to affirmative action and provisions of Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified individuals to fill the vacant positions indicated below: -

1. POST:	RECORDS MANAGEMENT OFFICER
DEPARTMENT:	CORPORATE SERVICES
CONTRACT:	PERMANENT
TASK GRADE:	11
REFERENCE:	WMMLM/JD11/RMO
REMUNERATION:	R339 704.40 BASIC SALARY PER ANNUM

MINIMUM REQUIREMENTS:

- ✓ Matric or Grade 12;
- ✓ National diploma in archives and records management (NQF Level 6);
- ✓ 3-5 years' working experience in the records management field;
- ✓ 2 years' experience in the local government sphere will be an added advantage; and
- ✓ Must be Computer Literate.

KEY PERFORMANCE AREAS:

- ✓ Coordinating recordkeeping standards and data improvement plans for the Municipality;
- ✓ Implement and maintain procedures and systems associated with controlling document and correspondence flow, storage, retrieval and disposal;
- ✓ Championing opportunities for developing online channels of records discovery and respond to changing digital working environment in realization of a paperless society;

- ✓ Understanding of the most prevalent electronic systems presently being employed e.g. transaction processing systems, data management systems, electronic documents and records management systems etc.;
- ✓ Initiating procurement processes for all specific storage and record-keeping needs
- ✓ Knowledge of relevant standards as well as the statutory and regulatory framework within which an office functions and specialist knowledge of Records Management practices;
- ✓ Providing guidelines/guidance to subordinates on the application of registry / records procedures, initiating disciplinary and grievance action for non-conformance to and or providing details of serious breaches to terms and condition of employment/codes of conduct to the Manager: Administrative Support and Auxiliary Services; and
- ✓ Co-ordinate and conduct training and or awareness to all municipal staff on records management.

An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, accompanied by a comprehensive CV with traceable references, copies of certificates, ID and driver's licence must be submitted as part of the applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: hr@mbizana.gov.za. For more information please contact: **Ms N. Mshweshwe on 039-251 0230** during office hours. **Closing date: 01.10.2025 @ 12pm.**

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.


MR. L. MAHLAKA
MUNICIPAL MANAGER