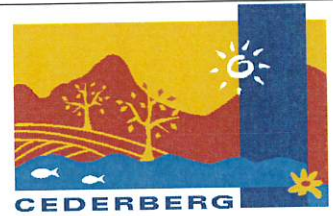


CEDERBERG MUNICIPALITY
VAKATURES / VACANCIES
NOTICE NUMBER: 39 / 2024



DIRECTORATE: SUPPORT SERVICES
JOB TITLE: SENIOR CLERK: REGISTRY
 (THE POSITION WILL BE STATIONED IN CLANWILLIAM)

Duties: Performing activities / tasks associated with a support service for the safe keeping, management and disposal of archives and records system, co-ordinates and control electronic documentation system • Identifying records for disposal or transfer to the provincial archive office • Compile monthly reports on archive office functions, registering and distribute documentation via document management system, responsible for the electronic document system, liaise with service providers, control and maintenance of system, ensure security and access controls are in place • The full scope of duties is contained in the job description.

Requirements: Grade 12 and 1 year Record Management Certificate • Code B Driver's Licence • Fluent in two of the three official languages of the Western Cape • Computer literate in Ms Word / Excel / Outlook • Administration skills • Attention to detail • Protocol and business ethics • Good communication abilities • Able to handle conflict • Able to work under pressure • Time management • Supervisory skills • 1 - 3 years relevant administrative experience • Experience in the fields of paper-based and electronic records management.

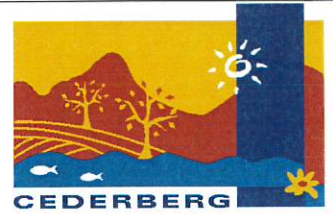
Remuneration: T9 (R 264 550.08 – R 343 387.92) per annum plus normal municipal benefits.

The competency level for this positions is a level 2 (RECORDS MANAGEMENT COMPETENCY FRAMEWORK) as stipulates in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> Written Communication Oral Communication Advice and Guidance Organisational Awareness Computer Literacy Managing Work 	<ul style="list-style-type: none"> Discipline Specific Skills Information Management 	<ul style="list-style-type: none"> Service delivery. Interpersonal relationships Client orientation and customer focus 	<ul style="list-style-type: none"> Action and outcome orientation Change readiness Cognitive ability Learning Orientation 	<ul style="list-style-type: none"> Leadership Impact and influence Team orientation Coaching and mentoring



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CLOSING DATE FOR APPLICATIONS: 22 March 2024 at 12h00.

ENQUIRIES: Contact Alice Wilton / Izaan Tieties at 027 482 8000 during office hours.

PLEASE SPECIFY WHICH POSITION YOU APPLY FOR!

IMPORTANT:

Forward your application in your own handwriting on the prescribed application form to: The Municipal Manager: Private Bag X2 Clanwilliam, 8135 or via email: recruitment@cederbergraad.o.za Mark the Envelope clearly: Application for Vacancy • Application forms are available from the municipal offices and the municipal website: www.cederbergmunicipality.co.za and must be completed in the applicants own handwriting • Applications must be accompanied by a comprehensive CV with certified copies of qualifications (Not older than three months) and other relevant documents • Applications without the above will not be considered • The Cederberg Municipality reserves the right not to make an appointment • Candidates will be subjected to reference checks • Fraudulent qualifications or documentation will immediately disqualify an applicant • Direct or indirect canvassing with councillors or officials for preferential treatment will lead to immediate disqualification of the relevant applicant • Correspondence regarding the advertised position will be limited to shortlisted candidates • Do not send original documentation • No CV's or application documents will be returned to candidates for any reason. If you are not invited for an interview within 60 days, you may deem your application to be unsuccessful. Indicate clearly the vacancy you are applying for • should there be any errors or omissions on this advert; the relevant job description, grading and or municipal policies will supersede such error or omission • It is important that applicants must have a South African revenue services (SARS) registration number. Failure to provide a SARS number will disqualify your application.

NO CRIMINAL RECORD (IMPORTANT – VALID SAPS CLEARANCE CERTIFICATE OR PROOF OF APPLICATION OF CLEARANCE CERTIFICATE MUST ACCOMPANY APPLICATION – APPLICANTS MUST PROVIDE A VALID POLICE CLEARANCE CERTIFICATE NOT OLDER THAN 6 MONTHS ON THE DAY OF THE INTERVIEW – APPLICANTS WHO DOES NOT PROVIDE THE VALID CLEARANCE CERTIFICATE ON THE DAY OF THE INTERVIEW WILL AUTOMATICALLY BE DISQUALIFIED

THE COUNCIL STRONGLY SUPPORTS A FULLY VACCINATED WORKFORCE

G MATTHYSE
MUNICIPAL MANAGER