



4/3/1

NOTICE NO. 02 OF 2022

EXTERNAL STAFF VACANCY

Applications are invited from suitably qualified persons for the below-mentioned posts. King Sabata Dalindyebo Municipality subscribes to the principles of employment equity as espoused in the relevant legislation.

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|---------------------|---|------------------------------------------------------|
| DEPARTMENT | : | CORPORATE SERVICES |
| POST NAME | : | MANAGER: ADMINISTRATION, REGISTRY AND RECORDS |
| TASK GRADE | : | 15 |
| SALARY SCALE | : | R 496, 719.00 - 644 774 PER ANNUM |

REQUIREMENTS

- Matric
- Bachelor's Degree in Public Administration or any relevant qualification at NQF Level 7.
- Certificate in Archives and Records Management
- At least 5 years' relevant experience of which 3 years must be at managerial level.
- Valid driver's licence

KEY PERFORMANCE AREAS (but not limited to)

- Identifies and defines the immediate, short- and long-term objectives and plans associated with the provision, support and maintenance of the Administration, Customer Care and Records Management.
- Manage and ensure an effective Electronic Document Management System for the management of records within the Municipality.
- Strengthening public confidence through effective stakeholder management.
- Manage the Integrated Customer Care Service of the Municipality.
- Manage the effective and appropriate management of records lifecycle.
- Develop Customer Care Charter supporting the Customer Care Policy.
- Manage reporting and administrative processes for the section.

Enquiries may be directed the Staff Provisioning Office at 047 – 501 – 4102 /4008 / 4100 / 4110 / 4386 (Munitata Building, Mthatha).


PLEASE NOTE:

1. Preference will be given to suitable qualified person in line with the employment equity act and approved employment equity plan of KSD Municipality. Applicants from designated groups are encouraged to apply especially women and people with disabilities.
2. Applicants should submit their applications together with covering letter, CV'S and certified copies of their qualifications, academic record, [Matric certificate must also be attached] ID- document and Driver's licence [where applicable].
3. Faxed and e-mail applications are not accepted, **APPLICATIONS RECEIVED AFTER THE CLOSING DATE AND TIME** and applications without certified copies of documents **will strictly not be considered.**
4. Canvassing for appointment to the positions and corroborating proof thereof will result in disqualification of a candidate.
5. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference check, criminal checks and competency assessment (where applicable). Applicants in possession of foreign qualification/s must attach a certificate of evaluation from SAQA.
6. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.
7. **CLOSING DATE: NOT LATER THAN FRIDAY 18 FEBRUARY 2022 AT 16H00.**

The Council reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Applications must be forwarded to:

Office 312 Archives and Registry, third Floor, Munitata Building or Post to: The Director Corporate Services KSD Local Municipality. P. O. Box 45. MTHATHA 5099.


02/02/2022.
N. PAKADE
MUNICIPAL MANAGER