



**External Advert**  
**Amajuba District Municipality**

Amajuba District Municipality is an equal opportunity, affirmative action employer and also encourages applications from disabled persons.

**DEPARTMENT OF CORPORATE SERVICES**  
**ASSISTANT DIRECTOR RECORDS MANAGEMENT - T16**

**Minimum Requirements**

Matric and National Diploma in Records or NQF Level 6 equivalent qualification with 4 years Supervisory experience.

**Summary of duties**

To lead and to manage the records management. Responsible to provide an efficient management of information resource that makes information easily accessible, securely protected, stored and disposed of when no longer required. Control the creation, maintenance, use and disposal of records. Oversee document recording as in accordance with the National Archives Act.

- Plans, leads and directs the records management function at the Municipality through the design, development and alignment of policies, procedures, systems and controls guiding records management aimed at supporting the accomplishment of the Municipality's key performance areas and service delivery objectives.
- Evaluating current practices against market trends and statutory legislation.
- Evaluate and comment on the applicability of specific operational key performance indicators and measures against outcomes detailed in the Councils.
- Researching and interpreting compliance requirements included in statutory legislation and national policy framework guidelines.
- Updating guidelines for the use of the file classification system.
- Updating guidelines for the disposal of municipal records.
- Updating guidelines for the inspection by National / Provincial Archives.
- Overseeing that the Municipality has a Record Management Policy adopted by Council and endorsed by the Provincial Archivist and thereafter reviewed regularly.

**Remuneration: R 47 968,48 per month**

Applications consisting of a comprehensive CV, covering letter together with certified copies of matric certificate, tertiary qualifications certificates, drivers licence and ID must reach HR Section no later than **16h00 on 26 May 2023**. Enquiries may be directed to HR Section at 034-3297200 during office hours. Facsimile, email or late applications will **not** be accepted. Only short-listed applicants will be contacted. Candidates will be subjected to the vetting/screening process. If you are not contacted three months after the closing date, your application would have been unsuccessful. Applications **MUST** be addressed to The Acting Municipal Manager on:

**Physical Address:**  
**Amajuba District Municipality**  
**B9356 Amajuba Building**  
**Section1**  
**Madadeni, 2952**

**Postal Address:**  
**Amajuba District Municipality**  
**Private Bag X6615**  
**Newcastle**  
**2940**

**PM MANQELE**  
**MUNICIPAL MANAGER**