



**Nketoana Local Municipality**  
**Reitz, Petrus Steyn, Lindley & Arlington**

## **ADVERTISEMENT-PERMANENT POSTS**

### **DIRECTORATE: CORPORATE SERVICES**

#### **RECORDS MANAGEMENT OFFICER X2**

**RENUMERATION: R 328 825.68per annum, Level 4/4**

Annual salary plus service benefits (13<sup>th</sup> cheque, employer contribution to the pension fund, housing and medical aid allowance.)

**Requirements:** Grade 12, National Diploma in Archives/ Records Management or Information Science. Ability to communicate in local languages. Computer Literacy. Ability to work on initiative and under pressure. Proper understanding of the working records systems and their applications. High level of confidentiality.

**Experience:** 3 years' appropriate proven experience in the fields of paper-based and electronic records management.

#### **Key Performance Areas:** **Policy and Procedures**

Ensure that records are archived in line POPI Act. Define and implement records management policies and strategies. Ensure that archive is in line with correct records managements practices. Responsible for the capacitation of all departments with the relevant knowledge and tools to ensure maintenance of records in each functional area aligned to records management policy and procedures.

#### **Records Management**

Contribute to the maintenance of records management system (electronic and paperbased) in a manner that ensures availability, integrity and confidentiality of all files. Manage the transfer of files to the approved system. Ensure that all internal and external correspondence is correctly administered and filed. Ensure that data provided for archival reporting is accurate and reliable.

#### **Maintenance of Filing System**

Responsible for the implementation of the approved file plan. Responsible for the day-to-day organization and space allocation of files. Collaborate with management across the organization to establish data and records cleanup, maintenance, and quality control processes.

#### **Disposal and Protection of Records**

Provide input to the disposal plan of all the old records. Ensure adherence to legal retention standards. Communicate to staff on disposal updates and ensure adequate disposal and protection of documents in line with Archive Regulation

**Enquiries: M.L Mlangeni @ 058 050 3168 / 69 / 70**

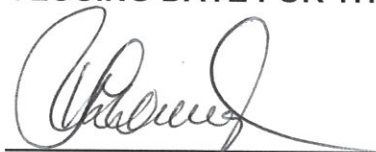
## APPLICATIONS AND CONDITIONS OF APPOINTMENT:

1. Applicants must fill in an Application Form (Annexure B) obtainable at Municipal Offices or Download Application Form directly from the Nketoana Local Municipality website at [www.nketoanalm.gov.za](http://www.nketoanalm.gov.za).
2. **No Applications will be considered if it is not on the Official Application Form. The application form must be accompanied by detailed CV with contactable references, certified original copies of qualifications not older than 3 months, Identity document, and covering letter depicting the post applied for.** Faxed or e-mailed applications will not be considered.
3. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.
4. The successful candidate will be required to sign an Employment Contract on or before assumption of duty and the necessary Disclosure of Financial Interest Forms.
5. Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of 90 days after the closing date of the advertisement, kindly accept that your application has been unsuccessful.
6. The municipality reserves a right not to appoint any applicant to this position.
7. A candidate who canvasses for preference will be disqualified.
8. Fraudulent qualifications, information or documents will disqualify any applicant
9. Candidates from the designated groups, including those with disabilities are encouraged to apply.
10. The Municipality will never request money from a candidate in exchange of being awarded a vacant post, we are not selling posts, should such act occur please report it to the Law Enforcement Authority (National Prosecuting Authority (NPA) / South African Police Services)
11. No subsistence costs will be paid to any candidates invited for interviews.

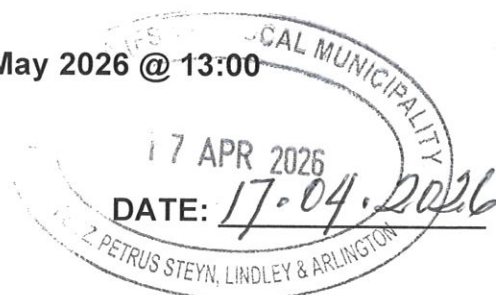
Application form, Covering Letter with comprehensive CV's and original certified copies of qualifications must be posted to the address below, or be hand delivered at Cnr. Church & Voortrekker St, Reitz.

**Nketoana Local Municipality**  
PO Box 26,  
Reitz,  
9810

**CLOSING DATE FOR THE POSITION: 22<sup>nd</sup> May 2026 @ 13:00**



**MR SM NHLAPO**  
**MUNICIPAL MANAGER**



**"TOGETHER WE CAN DO MORE"**