



EXTERNAL CIRCULATION

NOTICE 182 OF 2024

The Oudtshoorn Local Municipality which includes the towns of Oudtshoorn, De Rust, and Dysseisdorp is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, hospitality, and tourism sectors.

Candidates with the minimum requirements, necessary integrity, and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than (six) 6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

1 X SENIOR ADMINISTRATION OFFICER: RECORDS MANAGEMENT - WC/045/CS/CS/019

DEPARTMENT: CORPORATE SERVICES

DIVISION: ADMINISTRATION SERVICES

T12 (R 377 562 - R 490 101)

STATION: OUDTSHOORN

REQUIREMENTS

- Grade 12 and relevant qualification preferably a Higher Certificate: Archives and Records Management
- 3 - 5 years relevant experience; and
- Experience in the fields of paper-based and electronic records management.
- Valid Code B driver's license.
- Knowledge of information systems, archives, and records management.
- High level of confidentiality as you will interact with members of the municipality.
- Computer literate (MS Word / Excel / PowerPoint / Outlook / Internet)
- Proficiency in at least two (2) of the three (3) official languages of the Western Cape

KEY PERFORMANCE AREAS

- Create and maintain municipal databases to ensure quick retrieval of records/information.
- Providing the necessary support to ensure the accountability, transparency, and regulatory requirements of the municipality are met.
- Develop and maintain records and archive system of the municipality in line with the National Archive Act



- Implement records management strategy and policies.
- Maintain standards, best practices, or system usage procedures.
- Manage the main records office and Collaborator Electronic Correspondence Record Process.
- Give guidance to subordinates and refer unresolved work matters to the Manager: Administration Services for assistance.
- Manage access to the records office to ensure confidentiality of information and records are not compromised.
- Maintain effective communication amongst staff and ensure efficient execution of duties.
- Address discipline matters in line with the Collective Disciplinary Code.

COMPETENCIES

- **Core Professional Competencies:** Written communication, Oral communication, Attention to detail, Advice and guidance, Organizational Awareness, Computer literacy, and Managing work.
- **Functional Competencies:** Discipline-specific skills, Information management.
- **Public Service Orientation Competencies:** Interpersonal relationships, Client and Customer Focus, Service Delivery Orientation.
- **Personal Competencies:** Action & Outcome Orientation, Resilience, Learning Orientation, Change Readiness, Cognitive Ability.
- **Management / Leadership Competencies:** Leadership, impact and influence, team orientation.

Candidates must be willing to be subjected to an interview, practical and/or written assessment. They must also be aware that previous employers and references may be contacted and their qualifications, credit, and criminal records be verified. **The appointment will be subjected to the signing of employment contract and performance agreement.**

BENEFITS:

The Council offers competitive benefits such as a housing subsidy, a thirteenth cheque, a pension fund, a medical aid fund, a study assistance scheme, and the transport of furniture under certain conditions.

Application must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity document (not older than three (3) months) as well as particulars of at least three recent contactable references, must be submitted to **Chief HR Officer: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620 (submit applications to Recruitment & Selection section), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, www.oudtshoorn.gov.za.**



CLOSING DATE: 15 August 2024 at 12:00

Please Note: Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. The council will make appointments in line with its employment equity plan and also reserves the right not to make an appointment. No applications sent via e-mail and late applications will not be considered.

**MR. W HENDRICKS
MUNICIPAL MANAGER**

Date published: 01 & 02 August 2024
