



KWAZULU-NATAL PROVINCE

ECONOMIC DEVELOPMENT, TOURISM
AND ENVIRONMENTAL AFFAIRS

REPUBLIC OF SOUTH AFRICA

Applications are invited from suitably qualified and experienced persons for filling the following positions.

Chief Registry Clerk:	Auxiliary Services X2
SALARY:	R 257 508.00 per annum
SALARY LEVEL:	7
REFERENCE NO:	01/Auxiliary /2021

REQUIREMENTS: A minimum of Senior Certificate coupled with 3-5 years' experience in the field of records management services plus Registry/Archives Management Certificate or National Diploma in Public Management / Public Administration/Archives Management coupled with 1-2 years' experience in the field of records management services plus Registry/ Archives Management Certificate. A Valid driver's license.

Competencies required: ♦ Legislative framework governing the public records, Knowledge of storage and retrieval procedures in terms of the working environment, Knowledge of filing system, Computer skills, Good communication skill, Planning and organizing skills. Computer literacy, Communication (written and verbal) ♦ Problem Solving Skills, ♦ Interpersonal relations Skills,

Key responsibilities include:

- Provide registry counter services in the department
- Provide administration support services within the component
- Process documents for archiving and / disposal

- Provide proper management & maintenance of the approved filing system.
- Supervise human resources

ENQUIRIES:	Mr T Ntuli
TEL NO:	033 264 2797

NOTES TO CANDIDATES

1. **The Department of Economic Development, Tourism and Environmental Affairs is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of this post. The candidature of persons whose appointment will promote representivity will receive preference.**
2. **Location: PIETERMARITZBURG (Not unless otherwise specified for the post)**
3. All information submitted will be treated as confidential. The Department reserves the right to withhold the filling of the abovementioned post at anytime prior to an appointment being made.
4. All applications must be submitted on the prescribed Application for Employment form, amended (Z83) as per Government Gazette No 43872 obtainable from any Public Service department which must be originally signed and dated. The application form must be accompanied by certified copies of qualifications (not copies of previously certified copies), Identity Document, and a comprehensive CV. Should an applicant be in possession of a foreign qualification it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
5. **The appointment is subject to positive outcome obtained from the NIA to the following checks (security clearance, qualification, citizenship and previous experience employment verifications).**
6. Forward your application, quoting the relevant reference number and the name of the publication in which you saw this advertisement to: **The Head, Department of Economic Development, Tourism and Environmental Affairs, Private Bag X9152, PIETERMARITZBURG, 3200 for the attention of Ms Thobile Hlophe**
7. Candidates are encouraged not to send their applications through registered mail, as the Department will not take responsibility for non-collection of those applications.

8. Interested persons may contact the above relevant person next to the posts for further information.
9. Due to the anticipation of the volume of applications we will receive in response to this advertisement, correspondence will be limited to short-listed candidates only. Should you not hear from us within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Applicants are informed that applications, copies of qualification and CV's will not be returned.
10. NB: Fax, e-mail, incomplete and late applications will not be considered. It is the responsibility of the candidates to ensure that their applications reach the Department timeously.
- 11. Kindly notes that this advert is only open to people residing in KwaZulu-Natal.**
- 12. APPLICATIONS MAY ONLY BE POSTED OR HAND-DELIVERED TO GROUND FLOOR, 270 JABU NDLOVU STREET, PIETERMARITZBURG, 3201.**
- 13. CLOSING DATE: 16 April 2021**