



**DIRECTORATE: STRATEGIC SUPPORT SERVICES  
DIVISION: ADMINISTRATION AND SUPPORT SERVICES**

**CHIEF CLERK: RECORDS AND ARCHIVES**

**SALARY: R 289 327.78 – R 375 565.28 [T11]**

**Job Purpose:** To control, co-ordinate and supervise the records and archives management sections' records -, storage -, archiving - and retrieval systems (both hard copy (paper) - and electronic records) in terms of BVM's Records and Archives Policy, The National Archives and Records Services of South Africa Act (Act 43 of 1996) and The Provincial Archives and Records Service of the Western Cape Act (Act 3 of 2005).

**Duties:** Supervise, co-ordinate and control an effective and efficient paper and electronic record management and workflow system. Co-ordinating the receiving and opening of all incoming mail. Supervising the receipt (in a register) and acceptance by responsible personnel of all cheques received through the mail. Ensuring that all registered/insured mail received is entered in a relevant register. Ensuring that the responsible official from the receipt department acknowledges receipt of all registered/insured mail. Supervising the receipt and circulation of Government and Provincial Gazettes. Co-ordinates the distribution of Circulars and staff notices. Co-ordinates the issuing of reminders for outstanding files; and conducting records internal compliance audits of all Municipal Departments and satellite offices. Provide guidance to the Accounting Officer on compliance with legislation.

**ELECTRONIC RECORDS:** Supervising the capturing of incoming and outgoing mail and faxes on the relevant electronic system. Supervising the acknowledgement of receipt of incoming correspondence and faxes on the relevant electronic system. Allocation of incoming mail and faxes on the relevant electronic system. Supervising the capturing, distribution, and allocation of e-mails. Handling queries from personnel and enquiries on the relevant electronic system relating to records; and co-ordinates the placement of Council resolutions into the relevant correspondence files on the relevant electronic system. To ensure an effective and efficient records management system for the Municipality. Supervise, co-ordinate and control an effective and efficient storage, archiving and retrieval system. Supervise, co-ordinate and control an effective and efficient disposal system. Planning, leading, organising and controlling the section's activities. To ensure that human resources needs are identified and attended to, supporting the accomplishment with standards and deadlines in accordance with laid down objective. Supervise subordinate personnel and approved processes relating to the section, to ensure that subordinates are properly supervised to support the achievement of standards and deadlines in accordance with laid down objectives. Ensure that the Records and Archiving's section's activities are reported on in terms of the agreed time periods/deadlines. To ensure that the training needs and skills development of subordinates are addressed in terms of the Council's Policy and agreed procedures. To ensure that the requirements as contained in the Breedee Valley Municipality's Records Management Policy and relevant legislation are adhered to.

**Requirements:** National Diploma in Public Administration - (NQF6) or an equivalent qualification in Administration /Law/Records Management. Code B driving license. Exceptional computer literacy skills – MS Word, Excel, PowerPoint, ability to work independently, attention to detail, two of the official languages of the Western Cape, good interpersonal and communication skills, good administrative/legislative interpreting skills, and good planning, organising & supervisory skills.

**Experience:** 3 Years relevant Records and Archiving experience in Local Government or similar Public Sector environment.

- Competence in the Collaborator electronic system and completion of the Western Cape Provincial Records Management Course will be advantageous.

**PLEASE NOTE:**

1. Please read the conditions carefully, only those who comply with the conditions will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**. African Males, Coloured, African and White Females and people with disabilities are encouraged to apply.
3. To apply in assured confidence, please do so on the **e-mail address: [jobs@bvm.gov.za](mailto:jobs@bvm.gov.za)**
4. **When applying please ensure that you attach/upload and updated CV, certified copies of qualifications and Drivers licence (including details of at least 3 contactable WORK REFEREES with the relevant contact details).**
5. **For enquiries contact the Human Resource Office at 023 348 4961.**

All applications should reach us by **29 April 2022 at 13:00**.

**Please note that:**

- No late applications will be considered.
- No faxes will be accepted.
- **Only e-mailed applications will be accepted. [e-mail Address: [jobs@Bvm.gov.za](mailto:jobs@Bvm.gov.za)]**
- If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.
- Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.

**The Municipality reserves its right not to make an appointment.**