



**FRANCES BAARD
DISTRICT MUNICIPALITY**

Frances Baard District Municipality is a dynamic equal opportunity employer where goals are achieved through teamwork and in pursuit of rendering quality service, has the following vacancies:

DEPARTMENT: ADMINISTRATION

VACANCY: CHIEF CLERK: ARCHIVES

Ref. no: 05/24

Permanent post

TASK: 7

Basic salary: R181 104.00 – R235 056.00 (plus benefits: pension, medical aid scheme, group life insurance, housing subsidy, 13th cheque)

Requirements: the successful candidate must be in possession of a qualification in archival studies/records or administration. 12 to 18 months experience in the Registry/administration environment. Knowledge and understanding of the Provincial Archives Act and policy framework. Knowledge and understanding of the policies, legislation, regulations and procedures applicable to the field of Registry control, as well as office and financial administrations.

Knowledge, Skills, Training and Competency required Good writing and verbal communication. Good inter-personal relations skills. Ability to operate office machinery (Fax, copier, franking, etc.). Understanding of classifying correspondence in accordance with the three functional subject filing system used by the Provincial Archives. Ability to work under pressure and meet deadlines.

Key Performance Areas: Controlling the registering, recording, circulation, retrieval of documents and correspondence and attending to the long term storage and disposal of records in accordance with laid down procedures directing the applications associated with the registry and records functionality. Receiving incoming/ outgoing mail and commences with recording sequence in registers, inserting dates, details of addressee, etc. Inserting acknowledgement of receipt on incoming mail, stamping and reflecting circulation details. Attending to the preparation of outgoing mail, determining postage applicable referring to official postage tariff guides and/ or detailing any special requirements with respect to priority mail, etc. Inserting appropriate 'control codes' on

correspondence received from internal/ external sources. Initiating sequences to maintain/ update the correspondence reminder and filing system and creating new files using specific codes and references. Maintaining and updating copies of legislative Acts, by-laws and standing orders.

Closing Date: 11 April 2024

Appointments will be made according to the municipality's employment equity policy and affirmative action practices. The completion of application forms is mandatory and must be accompanied by detailed and comprehensive curriculum vitae and is to be accompanied by certified copies of ID and qualifications not older than 3 months. Applications should be forwarded to the following postal address: THE MUNICIPAL MANAGER, FRANCES BAARD DISTRICT MUNICIPALITY, PRIVATE BAG X6088, KIMBERLEY 8300 or hand delivered to: 51 DRAKENSBERG AVENUE, CARTERS GLEN, KIMBERLEY.

Application forms are available from the municipal office and/or may be downloaded from the municipal website; www.francesbaard.gov.za. Enquiries can be directed to: Mrs. Pulane Matsitse/Mrs. Lesedi Job Tel: 053-838 0912/911.

Note: Designated groups, including people living with disabilities, are particularly encouraged to apply.

FAXED OR EMAILED APPLICATIONS WILL NOT BE CONSIDERED

Successful candidates will be subjected to a compulsory reference and validation checks. Should you not receive any response from us within 30 days of the closing date, please consider your application as unsuccessful. The District Municipality reserves the right to make no appointments.

**MUNICIPAL MANAGER
MS. ZM BOGATSU**