



EASTERN CAPE
DEVELOPMENT
CORPORATION

VACANCIES

Position	Description
<p>Administrator Registry Management - 3 Year Contract Grade 10: R 227 808 - R 278 431 (Total Cost to Company)</p>	<p>Provide document and records management services, control registry services procedures and processes in terms of records management; document processing and contribute to the ongoing development and implementation of improved systems and processes.</p> <p>The candidate will report to Manager - Records and Document Management.</p> <p>This is a three (3) year fixed term appointment and the successful candidate will be subjected to signing a performance contract. If you have not been contacted within 8 weeks after the date of the advertisement, please regard your application as unsuccessful.</p>

For more information, visit our website: www.ecdc.co.za

In making these appointments, ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.

Please send your detailed CV to:

Talent Management Consultant

Tel: 043 704 5783

Fax: 086 682 9817

Email: humanresources@ecdc.co.za

Closing Date: **20 February 2019**

DATE ADVERTISED: 13 FEBRUARY 2019



VACANCY

ADMINISTRATOR: REGISTRY MANAGEMENT THREE (3) YEAR CONTRACT GRADE 10: R 227 808-R 278 431 (Total Cost to Company)

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KEY DUTIES AND RESPONSIBILITIES

The Key Performance Areas will encompass:

Registry Services

- Implement the file plan and assist Business Units to insert file numbers.
- Develop inventory lists and maintain the registers.
- Consult the various Business Units and personnel to provide assistance for registry services.
- Sort, list, label, box and batch records.
- Provide support to Business Units for transfer of records from Business Units to registry and from records centre to Provincial Archives.
- Provide search and retrieval service to internal customers and stakeholders.
- Keep track of the movement and location of the records.
- Provide support to departments on how to use the File Plan.
- Provide inputs for reports on the records centre operational activities of Document and Records Management.

Control Mechanisms

- Maintain and update all registry services registers.
- Implement standard operating procedures and processes.
- Provide information to the public in terms of PAIA.
- Report any inconsistencies to the Records and Document Manager.

Disposal of Records

- Draft, update and maintain the retention schedules.
- Draft a list of documents to be disposed internally and at the off-site storage and recommend to management.
- Arrange the transfer of records to Provincial Archives and the destruction process.
- Prepare records for transfer to the off-site storage.
- Create registers of records due for destruction.
- Identify files that are ready for archiving in accordance to the archiving policy of the organisation.

Mail Handling

- Open, sort and register incoming and outgoing mail and correspondence.
- Maintain a register and transfer outgoing mail to the Post Office.

MINIMUM REQUIREMENTS

- ❖ Degree or National Diploma or Postgrad in Archival Studies and/or Records Management.
- ❖ 2-3 years in Records Management, Registry Services or in Archives Institution.
- ❖ Must possess the following competencies;
 - reviewing and drafting of minutes;
 - interpersonal skills
 - communication skills
 - Understanding of the records management regulatory framework
 - Computer Literacy.

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