



**LOCAL MUNICIPALITY OF LEKWA**

The Lekwa Local Municipality with its seats in Standerton, invites applications from qualified, motivated and innovative individuals for the following positions to become part of and join a dynamic and growth orientated Local Authority.

**EXTERNAL ADVERTISEMENT**  
**DEPARTMENT: CORPORATE SERVICES**  
**POSITION: RECORDS OFFICER (PERMANENT)**  
**Reference number: CS/RO/001**  
**Salary: R260 617.94 per annum Task Grade 09**

**Minimum Requirements**

- Grade 12
- Higher Certificate in Archive and Records Management at NQF 5.
- Good understanding of the Archives Act.
- 1-2 Years's experience in records office environment.
- Computer literate.
- Good interpersonal skills


**Key Performance Areas**

- Manage and co-ordinate all activities in the Records Section.
- Ensure that information contained in Records Section is managed effective and efficiently.
- Control registry and dispatch services by safekeeping council agreements and contracts
- Maintenance of personnel files and other safekeeping Council agreements and contracts.
- Control of personal files and regular updating.
- Maintenance of personnel files and the regular updating of the filling system.
- Liaise with Municipal Departments in terms of transfer and retrieval of documents.
- Liaise with National Archives for the transfer and disposal of records.

**Inherent requirements**

- Attention to detail, Administrative and Organisational skills, Ability to work under pressure with a team and within a set time frames, excellent verbal and written communication skills

Please note:

1. Interested applicants meeting the requirements are requested to forward an application form , comprehensive Curriculum vitae, certified copies of qualifications and identity documents to the or hand deliver **Manager Human Resources), PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa Local Municipal Administrative Building, Corner Dr Beyers Naude and Mbonani Maysela Street, Standerton.**
2. Faxed or e-mailed applications will not be considered.
3. Correspondence will only be entered into with the shortlisted candidates. Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful.
4. Lekwa Local Municipality serves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers, criminal record as well as academic institutions. Should you be in possession of foreign qualification, it must be accompanied by evaluation of certificate from the South African Qualification Authority (SAQA).
6. Canvassing Councillors or officials or the appointment is strictly prohibited and will automatically disqualify the applicant.
7. People from previously disadvantaged groups and people with disability are encouraged to apply .
8. The application for employment form obtainable from the Lekwa Local Municipality website at [www.lekwalm.gov.za](http://www.lekwalm.gov.za) must be completed.
9. For further enquiries please contact the Human Resources Administration Officer, Mr F.N Gqwashu at [fgqwashu@lekwalm.gov.za](mailto:fgqwashu@lekwalm.gov.za) or [087 562 5296](tel:0875625296)

**Notice: 04/2024**

**Closing date for applications: 05 March 2024**

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M.J LAMOLA  
MUNICIPAL MANAGE