



## **MANDENI LOCAL MUNICIPALITY INTERNAL AND EXTERNAL CAREER OPPORTUNITY**

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position:

**DEPARTMENT : CORPORATE SERVICES**  
**POSITION : REGISTRY CLERK**  
**TASK GRADE : T08**  
**SALARY NOTCH : R 178 101 PA**  
**SALARY SCALE : R 178 101 pa – R 231 180 pa**

**(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)**

**CLOSING DATE : MONDAY, 28 SEPTEMBER 2020 @ 12HOO**  
**REF NO : PN:64/2020**

### **MINIMUM REQUIREMENTS:**

- Diploma or Certificate in Office Administration
- 1-2 years' experience In Administration/ Records Management Environment
- Local Government experience in records management / registry will serve as an added advantage

### **SKILLS & KNOWLEDGE**

- Computer Skills
- Registry Management
- Archives and Records
- Good interpersonal skills, fluent in Speaking & writing both English and isiZulu
- Good communication skills
- Willing and readiness to work long hours and under pressure.

### **DUTIES:**

- Performs activities associated with registering and recording of Incoming /outgoing mail/ correspondence
- Performs activities associated with updating and retrieval of files/ correspondence using the electronic document management system
- Applies records managements system procedures and guidelines to prepares and store records and, control the flow or movement of open/closed volumes
- Performs tasks associated with the provision of general office support
- Attends to queries/ enquires and with respect to requirements and procedures related to the activities

#### **Executive Committee**

Cllr. TP Mdlalose(Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. LB Magwaza (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. NF Ntuli | Cllr. LR Mdlatshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



**BENEFITS:**

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid and Pension fund would be applicable to the above post

**DIRECTIONS TO CANDIDATES:**

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); Tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.** If you do not hear from us within 30 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) or at any Municipal building.

**NB: The municipality is an equal opportunity affirmative action employer and reserves the right not to make appointment.**

  
**SG KHUZWAYO**  
**MUNICIPAL MANAGER**

**DATE:** 11/09/2020