

## SPECIALIST RECORDS MANAGEMENT

**SALARY R566 251 – R707 814 PER ANNUM**

### Brief Overview of the Role

To manage the effective and appropriate management of the EWSETA's records from their creation, right through to their eventual disposal, through the following:

1. The design, implementation and administration of record systems and related information services, to support efficient access, movement, updating, storage, retention and disposal of files and other EWSETA records.
2. The assessment, development, communication, implementation, monitoring and reporting on EWSETA Records/Information Management policies, processes, and procedures.
3. The coordination and overseeing of the transfer of records to the Offsite Storage Facilities Provider.
4. Ensuring that records and information required for the operational management of the EWSETA is readily available, trusted and consistently accurate.

Performing all tasks related to the purpose of this role, as required and delegated.

### 1. Key Responsibilities

1. Records Management Policy Development and Implementation
2. Records Management Maintenance and Control
3. Records Management Archiving
4. Records Management Reporting
5. Stakeholder Relationship Management
6. Teamwork and Self-Management

### 2. Requirements of the Role

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
Qualifications:	Bachelor's degree or equivalent (NQF level 7) in relevant field, for example office management, library science, archives management, financial management, social or natural sciences	Post-graduate degree or equivalent (NQF level 8 or 9) in relevant field
Experience:	1. Seven years' experience working at a senior level in a document and records management or related environment.	Experience in a SETA environment

Inherent Role Requirements		
Requirement	Minimum	Advantageous/Ideal
	2. Experience in setting up and implementing a document and records management system 3. Identifying general user training requirements, facilitating training and developing/updating training material	
Training:	1. Advanced Computer Literacy (MS Office package, Adobe Acrobat, Internet and email) 2. Electronic Document Management Systems (EDMS)	Manage and coordinate EDMS configuration and implementation.
Professional certification and membership of professional bodies	Not applicable	South African Society of Archivists (SASA) The Archives and Records Association (ARA) The Information and Records Management Society (IRMS)

### 3. Competency Requirements

Competency Requirements	
<b>EWSETA PREREQUISITE COMPETENCIES (REFER TO EWSETA'S COMPETENCY FRAMEWORK)</b>	<ul style="list-style-type: none"> <li>▪ Operational Decision Making</li> <li>▪ Initiating Action</li> <li>▪ Planning and Organising</li> <li>▪ Communicating with Impact</li> </ul>
<b>EWSETA CORE COMPETENCIES (REFER TO EWSETA'S COMPETENCY FRAMEWORK)</b>	<ul style="list-style-type: none"> <li>▪ Stakeholder orientation</li> <li>▪ Building collaborative working relationships</li> <li>▪ Driving for results</li> <li>▪ Continuous learning</li> <li>▪ Quality Orientation</li> <li>▪ Demonstrating personal integrity</li> </ul>

Competency Requirements	
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>▪ Basic understanding of the National Archives and Records Service of South Africa Act (Act No. 43 of 1996 as amended) (NARSSA Act) are set out in the National Archives and Records Service of South Africa (NARSSA) Regulations and the Records Management Policy Manual.</li> <li>▪ Document and records management procedures and processes</li> <li>▪ Electronic Documentation Management Systems</li> <li>▪ Knowledge of Registry/Document Management</li> <li>▪ Basic knowledge of the Promotion of Access to Information Act of 2000</li> <li>▪ Establishment and management of records management systems</li> <li>▪ Information technology principles, methodologies, and procedures</li> <li>▪ Information technology hardware and software</li> </ul>
<b>SKILLS (NOT LISTED IN EWSETA'S COMPETENCY FRAMEWORK)</b>	<ul style="list-style-type: none"> <li>▪ Verbal and written communication</li> <li>▪ Influencing skills</li> <li>▪ Problem-solving and analytical skills</li> <li>▪ Project management and organisational skills</li> <li>▪ Report writing</li> <li>▪ Presentation skills</li> <li>▪ Relationship building</li> </ul>
<b>ATTRIBUTES (NOT LISTED IN EWSETA'S COMPETENCY FRAMEWORK)</b>	<ul style="list-style-type: none"> <li>▪ Attention to detail</li> <li>▪ Able to work in a team</li> <li>▪ Initiative</li> <li>▪ Assertive</li> <li>▪ Proactive</li> <li>▪ Able to interact at all levels of the organisation</li> </ul>

#### 4. Application Process

Please see attached the full detailed Job Description for the role of the Specialist Records Management. CVs and Certified Qualifications of suitably qualified persons must be forwarded to [recruitment@ewseta.org.za](mailto:recruitment@ewseta.org.za) by no later than the Close of Business 10 May 2024 (i.e. by 16:30 p.m.). Enquiries may be directed to the HR Manager at 010 109 3250 or Mthenjwa Radebe at [mthenjwar@ewseta.org.za](mailto:mthenjwar@ewseta.org.za). Applications received after the closing date will not be considered.

Correspondence will be limited to shortlisted candidates. EWSETA reserves the right not to make an appointment/s for the advertised post.

Appointment will be made in line with the EWSETA Employment Equity targets.

NB: Please use the name of the position on the subject line of your application email.