



## Records Administrative Officer (CMS01/2022)

**Salary:** R261 372.00 per annum

**Centre(s):** Pretoria

**Requirements:**

- National Diploma in Public Administration (NQF level 6) or relevant qualification.
- A minimum of one to two (1-2) years' experience required in the relevant field.
- Knowledge and experience of document management, registry processes and administration.
- Computer literacy, ability to work individually and in a team, good interpersonal relations skills, sound organising and planning, minutes taking, verbal and written communication.
- Ability to work under pressure and with difficult persons.

**Duties:**

- Manage departmental records in line with frameworks.
- Ensure that outgoing files are recorded in the register before issued and that copies of the file plan are circulated; verify all scanned files in line with scanning standards.
- Compile a list of files that to be disposed as per approved file plan.
- Ensure facilitation of disposal of records in terms of a written disposal authority issued by national archive.
- Forward in active files to other departments.
- Administer incoming and outgoing mail.
- Ensure that incoming mail are collected, sorted, stamped and distributed accordingly.
- Compile weekly statistics and expenditure on postal services.
- Compile courier services report and manage office equipment.

**Enquiries:** Ms B Mampshika, Tel: 012 399 8516 | **For attention:** Human Resource Management | **Closing date:** 13 June 2022.

- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae to be considered.
- Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
- **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **marked for the attention:** Human Resources Management.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
- The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer.
- Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
- Correspondence will be limited to successful candidates only.
- Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); social media checks, and qualification verification.
- Short-listed candidates will be expected to avail themselves at the department's convenience.
- Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
- The course is available at the NSG under the name "certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
- Shortlisted candidates must provide proof of successful completion of the course.
- Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency-based assessments.
- The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
- The department reserves the right not to make an appointment.
- If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.