

GOVAN MBEKI LOCAL MUNICIPALITY



VACANCY ADVERTISEMENT

To visit the Municipal Website
and download the Advertisement
Scan the QR code



Head Office: Central Business Area, Horwood Street, Secunda, P/Bag X 1017, Secunda, 2302, Tel: 017 620-6000
Please contact our website for further details: www.govanmbeki.gov.za

PLEASE NOTE:

- Interested applicants meeting the requirements should forward the following:
 - Fully completed official Application Form which is available at the Secunda Main Offices, All Regional Offices as well as the on the Municipal Website www.govanmbeki.gov.za;
 - Detailed CV, Certified Copies of Qualifications and Identity Document of up to 6 months
 - Applications not submitted with the fully Completed Official Application Form will not be considered
 - Applications with Foreign Qualifications must be attached with a SAQA verification document.
- All short-listed applicants will be required to produce their original identity document, valid driver's licence and qualifications/documents at the interviews. Failure to comply will result in disqualification.
- Applications must be addressed to: recruitment.corporate@govanmbeki.gov.za. Only emailed applications will be considered.
- Communication will only be between the recruitment section and shortlisted candidates. Applicants who have not been contacted within thirty (30) days of the closing date should consider their applications unsuccessful.
- The Govan Mbeki Municipality reserves the right not to make an appointment and to re-advertise positions.
- The submission of an application gives Govan Mbeki Municipality the right to verify your qualifications, perform reference checks from current and previous employers as well as academic institutions and SAQA
- The successful applicant must enter into a Performance Agreement with the Employer
- Applications from women, people with disabilities, historically disadvantaged and under represented individuals are strongly encouraged to apply and will be appreciated

INTERNAL ADVERTISEMENT

CLOSING DATE: MONDAY, 31 AUGUST 2026 at 12:00

DEPARTMENT: CORPORATE SERVICES

ADMIN CLERK: ARCHIVES

(REF: 2026-2027/17)

Requirements:

- Grade 12
- National Certificate or Diploma in Records Management, Public Administration, Office Administration, Archives and Records Management or related qualification.
- One (1) to two (2) years' relevant experience in Records Management, Registry, or Municipal Administrative Environment
- Computer Literacy (MS Office)
- Knowledge of records administration principles and procedures

The successful applicant / candidate must possess competencies as published in Annexure A of the Local Government: Municipal Staff Regulations promulgated in Government Gazette 45181 of 20 September 2021

Key Performance Areas:

- Receiving, sorting, registering, and distributing incoming correspondence.
- Processing outgoing correspondence and maintaining dispatch registers.
- Ensuring proper recording and tracking of municipal documents.
- Compiling records management reports and statistics.
- Assisting departments with records management queries.
- Participating in records audits and file verification exercises.
- Performing general administrative duties related to records management.
- Ensuring compliance with records management policies, procedures, and legislation.
- Safeguarding confidential and sensitive information.
- Maintaining records security and access controls.
- Supporting internal and external audit requirements.
- Assisting with archiving and disposal of records in accordance with approved retention schedules.
- Preparing records for storage and disposal.
- Maintaining archive inventories and registers.
- Maintaining a file tracking and control system and monitoring the movement and return of files.

ANNUAL BASIC SALARY: R356 760.00 per annum (post level 9) plus normal company benefits.