

**(LOCAL NEWSPAPER (KLERKSDORP RECORD/LENTSWE)**

**DIRECTORATE: CORPORATE SUPPORT**

**UNIT: RECORDS**

**POSITION: CHIEF RECORDS CLERK**

**Salary**

- R391 884.00 – R432 780.00 per annum (Level 8)

**Qualifications**

- Grade 12
- Higher Certificate in Archives and Records Management

**Experience**

- 3 - 5 years' working experience in the field of Paper based and Electronic Record Management

**Requirements**

- Working knowledge and understanding of legislative framework governing the Registry work such as National Archives and Records Services Act 43 of 1996 (NARS Act) and Municipal Finance Management Act
- Knowledge of Municipal procedures
- Computer literacy
- Valid Code B Driver's License

**Key Performance Areas**

- To ensure efficient management of the Records Department in order to ensure better service delivery to all Departments of Council by liaising with all officials on any problems pertaining the Records section
- Executing control over Records Clerks and ensuring that all work in Records section is correct
- To accurately and safely store all Council's documentation in order to comply with the National Archives Act by being responsible for the safe keeping of all Council's records
- Accurately storage of all files and documents safely in cabinets
- To maintain the filing system of the Council to comply with the National Archives Act by being responsible to bring all changes/additions in the filing system under attention of all concerned
- Obtaining approval and disposal power from National Archives
- Handling out new numbers and opening of new files
- Doing of normal and five yearly closing of archives as well as the destroying of the correct D-archives with permission of National Archives

- Closing of old thick files and opening of new ones.

**CLOSING DATE: 17 September 2025**

Prescribed application form is available. Failure to complete prescribed form will be disqualified.

The following documents should be attached: Certified copies of original documentation of

- ID Document,
- Qualifications,
- Training Certificates and
- Driver's license (where applicable) and must be attached to the CV and failure to submit certified copies will render your application unsuccessful.

**Also note that:**

- Faxed or e-mailed CVs will not be considered.
- Copies of certified documents will also not be considered.

Interested Candidates are requested to submit complete Curriculum Vitae at the Human Resource Services Section, Room 15, Ground Floor, Civic Centre, Cnr Bram Fischer and OR Tambo Street, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Section, HR Department, P.O. Box 99, Klerksdorp, 2570. Shortlisted candidates (if necessary) will be subject to a security clearance conducted by National Intelligence Agency. Enquiries can be made with Mr. MV Toli/ IE Modise/ Ms. N Madona/ Mr. S Khata on 018 487 8094/ 8532. Suitably qualified and/or experienced persons with disabilities are encouraged to apply. The City of Matlosana is an Equal Opportunity Employer.

If you have not been contacted by the City of Matlosana within 3 months, you may accept that your application was unsuccessful.

**CIVIC CENTRE  
PO BOX 99  
KLERKSDORP  
2570**

**MS. L SEAMETSO  
MUNICIPAL MANAGER**

**NOTICE NO. 38/2025**