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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | REGISTRY CLERK: RECORDS AND DOCUMENT MANAGEMENT (DISTRICT) |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** |  |
| **LOCATION** |  |
| **COMPONENT** | SUPPLY CHAIN MANAGEMENT AND ICT |
| **DATE** |  |
| **POSTS REPORTS TO** | ADMIN OFFICER: RECORDS AND DOCUMENT MANAGEMENT (DISTRICT) |

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| **B. ORGANOGRAM** |

***SEE ATTACHED ORGANIZATIONAL STRUCTURE.***

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| **C.JOB PURPOSE** |

**To provide registry services.**

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **Supervise and provide registry counter services**   * Attend to clients * Handle telephonic and other enquiries received. * Receive and register hand delivered mail/files |  |
| 2. | **Handle incoming and outgoing correspondence.**   * Receive all mail * Sort, register and dispatch mail * Distribute notices on registry issues |  |
| 3. | **Supervise and render an effective filing and record management service**.   * Opening and close files according to the record classification system. * Filing/storage, tracing (electronically/manually) and retrieval of documents and files. * Complete index cards for all files. |  |
| 4. | **Supervise the operation and operate office machines in relation to the registry function**   * Open and maintain franking machine register. * Frank post, record money and update register on a daily basis. * Do spot checks on post to ensure that no private post are included. * Lock post in postbag for messengers to deliver to Post Office. * Open & maintain remittance register. * Record all valuable articles as prescribed in remittance register. * Hand delivers and signs over remittances to finance. * Send wrong remittances back to sender via registered post and record reference number in register. * Keep record daily of amount of letters franked. |  |
| 5. | **Supervise the processing and process documents for archiving and/disposal**   * Electronic scanning of files * Sort and package files for archives and distribution * Compile list of documents to be archived and submit to the supervisor. * Keep records for archived documents. |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** |

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| **No.** | **Stakeholders** |
| 1. | Provincial Executive Management (EXCO)  All Senior Management and official in the Department  National Departments and officials  Provincial Departments  School Governing Bodies  Private Sector Organisations  Organised Labour  State Owned entities  Oversight Bodies |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** | Prolonged use of a computer. |
| **HOURS OF WORK** | 8-16:30 |

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| **G.MATERIAL AND EQUIPMENT** |

* Office equipment

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| **H.BUDGET** |

* Recommend expenditure as per the delegations.

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| **I.ENABLING LEGISLATION \ ACT GOVERNING THE JOB HOLDER** |

* Constitution of South Africa
* Employment of Educators
* South African Schools Act
* Public Finance Management Act
* Public Service Act
* Public Service Regulation; and
* Other relevant acts, policies and regulations

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| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** |

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| **ESSENTIAL REQUIREMENTS** | |
| **KNOWLEDGE** | 1. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. 2. Working knowledge and understanding of the legislative framework governing the Public Service. 3. Knowledge of storage and retrieval procedures in terms of the working environment. |
| **SKILLS** |  |
| **MINIMUM EDUCATION AND TRAINING** | * A grade 12 certificate or equivalent |
| **Minimum Experience** | * No experience required |
| **VALUES/ATTRIBUTES** | * Honesty and integrity * Professionalism * Self – driven * Team work |
| **COMMUNICATION** | * Good communication skills (written and verbal skills)   and a good command of English language |

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| **K. PROMOTION/PROGRESSION** |

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| **NEXT HIGHER POST** |  |

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| **L. AMENDMENTS TO THE JOB DESCRIPTION** |

*The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder*

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| **M. PERFORMANCE/WORKPLAN AGREEMENT** |

*The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas. his/her key performance areas.*

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| **N. AGREEMENT** |

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| Name: …………………………………… ……………………………… ………………………..  Job Holder Signature Date  Name: ………….………………………… ……..………………………… ………..……………...  Supervisor Signature Date |