



uPHONGOLO LOCAL MUNICIPALITY

Applications are invited from suitably qualified and experienced candidates to fill the following vacancy:

MANAGER: ADMINISTRATION AND RECORDS & ARCHIVES (INTERNAL/ EXTERNAL ADVERT)

Salary Scale: Task Grade 16 of a Grade 2 Local Authority (R659 924.52 – R856 607.76 p.a) plus Travelling and Cellphone allowance as per approved council policy and normal fringe benefits applicable to Local Government.

REQUIREMENTS; Grade 12, Degree/ National Diploma in Public Administration/ Public Management/ Local Government/ Library and Information Science or relevant qualification. Certificate in Records Management Course. Advanced Computer literacy in Microsoft software package. 2-3 years' experience in Records Management Section of which 2 years' must be in a supervisory level and in general administration and local government. Good knowledge and understanding of legal prescripts, policy and institutional governance systems. Must have valid driver's licence.

KEY COMPETENCY SKILLS: * To ensure the protection of privacy and confidentiality and prevents the inappropriate disclosure of information that could be harmful to the municipality or infringe the privacy rights of individuals. *To ensure the creation and maintenance of authoritative and reliable records in an accessible. *Problem solving. *Ability to work independently and in a team environment. *Upholding Batho Pele principles in all dealings with the public. Ability to work independently and in a team environment.

KEY PERFORMANCE AREAS: *Manage processes to facilitate the development and maintenance of a document and records management policy framework for the municipality in accordance with the provisions of the National Archives of South Africa Act, 1996 and other

legislative and policy imperatives. *Develop and implement an Electronic Records Management system for both public and confidential municipal records in accordance with legislative requirements. *Provide technical guidance and advice to departmental managers on records and document management principles and procedures. *Monitor and evaluate institutional compliance with applicable record and document management policy framework and facilitate training. *Develop and implement a municipal records disposal programme. *Develop implement, and monitor a set of key performance indicators for the unit. *Administer archiving service for all Departments. *Ensure the efficient and effective utilization of resources allocated to the unit. *Conduct and train employees in both paper and electronic records management system. *Conduct regular inspections in all Departments to ensure that records management practices conform to the standards promulgated in the Act. *Responsible for the development of a Disaster Recovery plan for records and ensure that it is communicated throughout the Municipality. *Provide administrative support to the organization, information, Reception and Switchboard, Auxiliary and Fleet. *Implement effective administration and office management systems and practices for the Municipality. *Manager the implementation of financial controls/ procedures and provides information to support financial planning sequences. *Manager, monitor and control the budget of the section. *Adhere to Supply Chain Management policies. *Manage outcomes associated with utilization, productivity and performance of staff. *Oversee the maintenance, neatness and hygiene of all office buildings. *Facilitate for the provision of an efficient Security Services in the Municipality in order to ensure the risk of damage to property and/or loss of lives limited. *Plan, manage, organize and control the continuous provision of Corporate Administration and Support Services to promote service excellence to the Municipality and its customers. *Effective and efficiently manage Fleet of uPhongolo Local Municipality.

For further particulars and application form can be obtained from Human Resources Section: Corporate Services Department, Telephone: (034) 413 1223 or website: www.uphongolo.gov.za/official_site. Enquiries can Telephone: (034) 4131 223 ext. 171/ 172.

Applications and CV's including certified copies of all qualifications must be directed to: The Municipal Manager-uPhongolo Municipality, PO Box 191, Pongola, 3170 or hand delivered at Human Resources Section, uPhongolo Municipality, 61 Martin Street, Pongola, 3170.

CLOSING DATE: 27TH OCTOBER 2025

NO FAXED, EMAILED, Z83 OR LATE APPLICATIONS BE CONSIDERED.

NOTE: Qualifications and SA citizenship checks will be conducted on short-listed candidates. Successful will be subjected to screening and competency assessments. The successful candidate will be required to sign an employment contract on assumption of duties, a performance agreement and disclosure of financial interest.

NOTE: Canvassing to Councillors or any members of appointment Committee is not permitted and will result in immediate disqualification.

If no communication received from us within 3 months (90 days) after the closing date, please regard your application as unsuccessful. The Municipality will make appointments in line with its Employment Equity requirements.

The Municipality reserves a right not to appoint any applicant to the position and is subject to candidate security checks, educational qualification verification, criminal record checks, reference checks including with previous and current employer.

A handwritten signature in black ink, appearing to read 'K. W. G. Ngcobo', written over a horizontal line.

MR K.W.G NGCOBO
ACTING MUNICIPAL MANAGER