



## **DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE**

### **ASSISTANT DIRECTOR: INFORMATION & RECORDS MANAGEMENT**

*Salary Range: An all-inclusive remuneration R 424 104 – R 508 692 (Level 09)*

*HEAD OFFICE (Qonce) Ref: DSRAC 07/06/2023*

**MINIMUM REQUIREMENTS:** National Senior Certificate plus a National Diploma or B. Degree (NQF level 6/7 as recognised by SAQA) Records Management / Library Information Science or any relevant qualification coupled with 3 years of experience at supervisory level (SL7/8). Knowledge of Public Service, Legislation/Policies/Prescripts and Procedures, Basic Knowledge on Financial Administration, Public Service Regulatory Framework, Information Management, Policies and Procedures on Records Management, Computer Literacy, Sound Organisational, Negotiation / Communication, Report Writing, Presentation, Conflict Resolution / Problem Solving, Strategic Planning, Basic Financial Management, People Management, Project Management. High Level of Reliability, Interpersonal Relations, Loyalty, Fairness, Integrity. A valid driver's licence.

**DUTIES:** Implement Records Management Strategies and Policies. Design and develop filing systems, classification schemes and undertake records surveys. Consult business areas with intension to look at correspondence system utilized. Establish and review records universal naming systems. Give advice on new records management policies to the department. Maintenance of Filing system. Oversee the management of electronic and or paper-based information. Identify the most appropriate records management resources. Visiting all records storages to conduct internal audits on registries. Implement Records Disposal Programmes. Evaluate the importance and envisaged duration of life of all records per file plan. Apply for disposal authority. Apply general disposal authority for records common to all district offices. Manage administration support. Give input in the development of business, operational and procurement plans. Compile and submit monthly and quarterly reports. Manage financial and human resources/staff. Maintain staff discipline. Attend and respond to audit queries.

**People with disabilities who meet the requirements will be given preference.**

ENQ. R. SWARTBOOI – 043 492 0949 – HEAD OFFICE (Qonce)

e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)