



DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

REGISTRY CLERK: INTERNAL CONTROL & COMPLIANCE

Salary Range: An all-inclusive remuneration R 202 233 – R 235 611 (Level 05)

HEAD OFFICE (Qonce) - Ref: DSRAC 27/06/2023

Minimum Requirements: National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Record Management / Management Assistant will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving licence will be an added advantage.

DUTIES: Ensure the smooth, efficient, and effective flow of documents (receive and distribute) between the office of internal control and compliance, the department and other units, external role players. Receive and distribute post and documents. Record documents in the required databases/registers. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support function in the internal control and compliance unit. Render assistance with logistical arrangements.

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