

Advertisement

Specialist: Records Management and Archives

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) seeks to employ an **Specialist: Records Management and Archives** who will report directly to the **Senior Manager: Facilities, OHS and Security** and be based at the **Head Office: Centurion**.

Grading: (Role Band: D2)

Salary: R884 269 (Total Cost to Company per annum)

The role of this position is to:

To oversee the design, implementation and effective management of record management system for WRSETA. Provide administrative support in relation to document management and record keeping of all records and information documents for W&RSETA. To assess, monitor and evaluate the implementation and effectiveness of the records/information management system, policy(ies), processes and procedures.

Key Performance Areas will include but not limited to the following:

- Responsible for the development, review and implement of the W&RSETA Records Management Policy and Framework.
- Responsible for the development and maintenance of the Records Management System.
- Responsible for the capacitation of all departments/business units with the relevant knowledge and tools to ensure maintenance of records in each functional area aligned to records management policy and procedures.
- Develop and communicate procedures for the referral and retrieval of records to/from Offsite Storage Facilities; referral and retrieval of records from on-site storage.
- Implementation of records management security standards and practices in line with applicable legislation (National Archives Act), regulations and policy.
- Coordinate and oversee transfer of all records to Offsite Storage Facility.
- Maintain the central record of all transfer lists.
- Review records transfer list to ensure accuracy and completeness before transmission to offsite storage.
- Coordinate the development and deployment of the electronic record management system
- Work closely with management across the organization to establish management approach to data and records clean up, maintenance, and quality control processes.
- Work with various departments to analyze inactive records and recommend a list of records for obsolescence.
- Develop and create a filing plan with indexing and reference method for the organization. (records classification system for paper-based and electronic records)
- Develop and implement a systematic record disposal programme in compliance with legal requirements.

- Set up processes for access to information contained in the records section, in terms of the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000).
- Create and maintain a register for recording of all files and records, removed and returned to onsite storage.
- Assign and record or stamp identification numbers or codes in order to index materials for filing
- Handle all queries (including audit) related to records and files
- Perform monthly inspections of materials or files in order to ensure correct placement, legibility, and proper condition
- Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage according to file maintenance guidelines and/or legal requirements
- Perform any other relevant administrative support function for the department.
- Compiling, coding, categorising, calculating, tabulating, auditing, and verifying documentation and data:
- Organise reference materials
- Classify documentation according to content or purpose
- Prepare documents and files for archiving.
- Receive all files and documents and determine how and where they should be classified or filed.
- Design and maintain forms related to filing systems
- Place materials into storage receptacles, such as file cabinets, boxes, bins, or drawers, according to classification and identification information
- Develop universal File Checklist

Minimum Qualifications and Experience

- Bachelor's Degree/National Diploma in Archives/Records Management/Library and Information Science
- 5 Years experience in Records Management
- Excellent knowledge and understanding of SETA environment
- Proficient in MS Office
- Knowledge, working understanding and appreciation of records management regulatory and legislative framework.
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Instructions to applicants

- All applications must be accompanied by certified copies of the ID and all educational qualifications and they should not be older than 6 months.
- Applications received after the closing date, will not be considered.
- The Wholesale and Retail SETA reserves the right not to make appointment(s) to the advertised post(s).
- The organisation will give preference to candidates in line with the Employment Equity goals.

NB: Please include the name of the position on the subject line of the email.

Only applicants who meet the minimum requirements of this position should apply, by forwarding their CVs for attention: Libokanyo Khumalo (Senior Manager: HR) at recruitment1@wrseta.org.za. The closing date for applications is: **1 June 2024**.