

An area of unfound diversity

**Xhariep**

*District Municipality*


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 maillebo@gmail.com Website: [www.xhariep.gov.za](http://www.xhariep.gov.za)

Xhariep District Municipality comprises of the following Local Municipalities; Kopanong, Letsemeng, Mohokare and Xhariep District Municipality subscribe to the principles of affirmative action and all accompanying regulations that seek to address the imbalances of the past. The administrative offices of the municipality are situated at Trompsburg; which is 125 km's south of Bloemfontein.

To this end, the municipality seeks to fill the following vacant post.

POST NO	ERRATUM: JOB ADVERTISEMENT	
1	Title	<b>RECORDS MANAGEMENT ADMINISTRATOR (Permanent)</b>
Ref. No. DCS060/02/26	Reporting to	Manager: Administration
Responsibilities	<p>To perform tasks associated with controlling the registering recording, circulation and retrieval of documents and correspondence in accordance with laid down procedures directing applications associated with the registry and records functionality:</p> <ol style="list-style-type: none"> <li>Assist with the registering and recording of incoming/ outgoing mail/ correspondence to ensure specific control procedures are applied with respect to mail/ correspondence received and/ or for circulation by:               <ol style="list-style-type: none"> <li>Receiving incoming/ outgoing mail and commences with recording sequence in registers, inserting dates, details of addressee, etc.</li> <li>Inserting acknowledgement of receipt on incoming mail, stamping and reflecting circulation details.</li> <li>Attending to the preparation of outgoing mail, determining postage applicable referring to official postage tariff guides and/ or detailing any special requirements with respect to priority mail, etc.</li> <li>Inserting appropriate 'control codes' on correspondence received from internal / external sources.</li> </ol> </li> <li>Assist with monitoring of the circulation and retrieval of documents and correspondence files to ensure correspondence files and records are maintained, circulated and retrieved in accordance with laid down procedures, by:               <ol style="list-style-type: none"> <li>Monitoring adherence to procedural requirements related to the accessing and issuing of document files and/ or coordinating sequences to facilitate document/ file retrieval from users.</li> <li>Maintaining and updating copies of legislative Acts, by-laws and standing orders.</li> </ol> </li> <li>Recording of agendas to ensure accurate versions of agendas for mayoral committee, council meetings and committees meetings.</li> <li>Performs tasks/ activities associated with the provision of general office support to ensure adequate support is made available and request/ instructions adhered to, by:               <ol style="list-style-type: none"> <li>Transmitting facsimile copies to specific destinations and recording transmission details confirming receipt, time and date of execution;</li> <li>Receiving facsimile copies and recording transmission details confirming receipt, time and date of execution;</li> <li>Photocopying original documentation as per requests received from personnel.</li> </ol> </li> <li>Report specific incidents, problems encountered in the performance of tasks to the supervisor to ensure timeous dealing with issues of concern.</li> <li>Perform any other related duties as instructed by supervisor.</li> </ol>	
No of Positions	1	

<b>Location</b>	Trompsburg
<b>Level of Education Required</b>	<ul style="list-style-type: none"> <li>Grade 12 and Higher Certificate in Archives and Records</li> <li>Office Management with short course in Records Management or Archives will be an added as advantage.</li> </ul>
<b>Remuneration</b>	<b>R243 945.68 Per Annum</b>
<b>Experience</b>	Minimum of 1 year experience in Records Management / Registry Environment.
<b>Knowledge and Skills</b>	Good Communication Skills Computer Skills Report writing Skills Administration Understanding. Bilingualism Sound human relations
<b>Behavioural Competencies</b>	Self-motivated and driven. Report preparation and presentation skills. Working on strict deadlines Ability to work unsocial hours. The ability to deal with conflict and capacity to withstand stress
<b>Please note :</b> <ol style="list-style-type: none"> <li>Applications must be on Application Form for Employment obtainable in Gazette No. 45181 –www.xhariep.gov.za appear as Annexure B in Page 762 of 770</li> <li>Applications should include resume and certified copies of qualifications and ID.</li> <li>It's the applicant responsibility to have foreign qualification to be evaluated by the South African Qualification Authority (SAQA) and to attach the proof thereof.</li> <li>Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful.</li> <li>Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only.</li> <li>People from designated groups are encouraged to apply.</li> <li>No late applications will be considered.</li> <li>Canvassing of any officials or Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.</li> <li>Applicants submitting their Curriculum Vitae to this advertisement automatically agree and authorise Xhariep District Municipality and or/ its representative to undertake necessary confirmation of any information or certificate in the curriculum vitae or accompanied documents. <b><i>The applicant therefore gives consent that any information may be accessed for verification in adherence to the POPI Act.</i></b></li> <li>Xhariep District Municipality reserves the right not to make any appointment or follow other forms of recruitment and to re-advertise before a short list is compiled.</li> </ol>	
<b>Applications should be directed to:</b>	The Municipal Manager: Ms I.Y Moletsane 20 Louw Street, Trompsburg, 9913 (Only hard copies will be accepted)
<b>Enquiries</b>	Mr TA Lebaka (Manager: Human Resource and Labour Relations) Tel. 051 0112238 /Cell: 076 0981478
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<b>Closing Date</b>	<b>02 February 2026</b>

Approved by:   
 Ms LY Moletsane  
 Municipal Manager

Date: **20.01.2026**