



An area of unfound diversity

Xhariep

District Municipality

Private Bag X 136, TROMPSBURG, 9913, Tel: (051) 713 9300, Fax: (051) 713 0461
municipalmanager@xhariep.gov.za Website: www.xhariep.f.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.

JOB ADVERTISEMENT	
POST NO 1	Title RECORDS MANAGEMENT ADMINISTRATOR (1 Year Contract)
Ref. No. DCS060/02/26	Reporting to ADMINISTRATION OFFICER
Responsibility	<p>Performs safe keeping and retrieval of documents functions in terms of the National Archives Act, Records Services Act, Minimum Information Security Standards (MISS) and Xhariep District Municipality Records Management Policy and Plan by:</p> <ul style="list-style-type: none"> • Responsible for the safe keeping of records. • Responsible for filing and retrieval of documents in terms of the laid down policies • Conduct in service training for Archive and municipal personnel in order to ensure compliance with the legislation. • Develop and manage all records stored in the Archives. • Ensure proper control and custody of the records. • Render efficient and effective quality registry services to both internal and external clients. • Render effective implementation of records management policy and procedures. • Ensure proper usage of records management plan, indexing and referencing of documents by all personnel before filing. • Supervise and render effective filing and records management services. • Compile management reports with regards to records management.
No of Positions	1
Location	Trompsburg
Qualification	Grade 12, Office Management coupled with (Records Management Certificate with National Archives and Records Service of South Africa) will be added advantage.
Remuneration	R232 329.22 Per Annum

Experience	2 years' experience in Records Management / Registry Environment. Knowledge of Minimum Information Security Standards (MISS)
Knowledge and Skills	Good Communication Skills Computer Skills Report writing Skills Administration Understanding. Bilingualism Sound human relations
Behavioural Competencies	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
Please note :	
<ol style="list-style-type: none"> 1. 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 2. Applications should include resume and certified copies of qualifications and ID. 3. 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. 4. Should applicants not hear from us after 30 days after the closing date; they should consider their applications unsuccessful. 5. Given the anticipated huge volume of applications; communication will be restricted to shortlisted candidates only. 6. People from designated groups are encouraged to apply. 7. No late applications will be considered. 8. Canvassing of any officials or Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification. 9. 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. <i>The applicant therefore gives consent that any information may be accessed for verification in adherence to the POPI Act.</i> 10. 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. 	
Applications should be directed to:	The Municipal Manager: Ms LY Moletsane 20 Louw Street, Trompsburg, 9913 (Only hard copies will be accepted)
Enquiries	Mr TA Lebaka (Manager: Human Resource and Labour Relations) Tel. 051 0112238 /Cell: 076 0981478
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Closing Date	29 January 2026

Approved by: 

Date: 16.01.26

Ms LY Moletsane
Municipal Manager