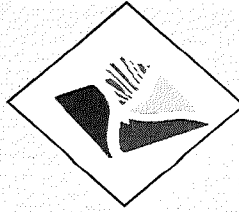


VACANCY VAKATURE



KANNALAND
MUNISIPALITEIT | MUNICIPALITY

RE-ADVERTISEMENT
INTERNAL CIRCULATION
(DIRECTORATE: CORPORATE SERVICES)
SENIOR CLERK RECORDS
REFERENCE 150/2025
PERMANENT APPOINTMENT

Salary : R 192 000.84 – R 249 222.72 (T7)
Additional benefits : Medical aid (optional), Pension, Housing allowance (qualifying requirements), 13th cheque

REQUIREMENTS

(Related proof / documentation must accompany application)

- 1 - 3 years relevant administrative experience.
- Grade 12
- Experience in the fields of paper-based and electronic records management.
- Computer literacy: MS Office.
- Knowledge of Collaborator.

REQUIRED COMPETENCE

Key Professional Competencies	Functional Competencies	Public Service Orientation	Personal Competencies	Leadership Competencies
<ul style="list-style-type: none"> • Insert acknowledgement of receipt on incoming mail, stamping and reflecting circulation details. • Insert control codes on correspondence received from internal and external sources. • Responsibilities with regard to laid down policies and procedures. • Able to follow complex instructions as contained in written communication; and • Able to respond in writing to complex types of communication. • Provide guidance and give clear instructions with regard to daily functions within the office; and • Report issues with regard to workflow to superior as and when necessary. • Completes recordkeeping tasks accurately and checks own work to identify errors or omissions; and • Follows through with issues and can be relied upon to meet deadlines. • Provides guidance, shares knowledge and information with junior staff and peers. 	<ul style="list-style-type: none"> • Anticipates events, situations and incidents that may impact on the operation of the installation, plant, workshop, etc. • Able to assess practicality of technical specifications for systems and process requirements. • Uses discretion in situations of deviation from operational assumptions; and • Identifies and implements corrective action on routine tasks and within the authority delegated at this level • Sorts outgoing mail, incoming mail, circulating files, documents to be mailed. 	<ul style="list-style-type: none"> • Research needs of clients. • Consults clients and stakeholders on ways to improve the delivery of services; and • Acts professionally in interaction with clients and stakeholders. • Relates to people at all levels of the municipality. • Acknowledges contributions of others; and • Shows confidence in engagement with internal and external stakeholders. • Supports others to take personal responsibility to deliver excellent customer service. • Understands the client's issues and seeks information about their current and future requirements. • Takes specific and sustained action to implement the client service vision. 	<ul style="list-style-type: none"> • Pushes self and motivates others for results • Stays calm and focussed under pressure; and • Responds constructively to adverse situations and has calming influence on others. • Open to new ideas and ways of doing things; and • Looks for better ways of doing things. • Demonstrates logical, consequential thinking; and • Develops new ways to solve problems. 	<ul style="list-style-type: none"> • Provides guidance to others and focuses on successful completion of objectives; and motivates self and others to produce quality work within deadline. • Motivates colleagues to accomplish tasks and missions. • Influences others effectively using a number of techniques; and • Has credibility with staff, management and stakeholders. • Works effectively with people from other departments; and • Participates actively as a member of a team to move the team towards the attainment of goals. • Anticipates mistakes and freely offers assistance without being overbearing.

KEY PERFORMANCE AREAS

- Receiving incoming/ outgoing mail and commences with recording sequence in registers, inserting dates, details of addressee, etc.
- Inserting acknowledgement of receipt on incoming mail, stamping and reflecting circulation details and updating relevant registers.
- 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.
- All correspondence need to be file on the collaborator system
- Inserting file numbers on correspondence received from internal/ external sources.
- Initiating sequences to maintain/ update the correspondence reminder and filing system and creating new hard files/ soft file using specific file number and references.
- 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
- Transmitting facsimile copies to specific destinations and recording transmission details confirming receipt, time and date of execution.
- Photocopying original documentation as per requests received from personnel.
- Attending to the receiving of telephonic calls.
- Attending to any additional tasks as requested by management.
- With other employees and management, to assist and convey information. By means of telephonically and electronically correspondence
- With public, officials from other state departments and municipalities; to assist and convey information. By means of telephonically and verbal correspondence

ENQUIRIES: MRS. E JAFTA (028) 492 0111

Applicants must submit a formal application form and a comprehensive CV, certified copies of qualifications, identity document and optional driver's licence. Applications must be submitted electronically preferably as one PDF document to hrapplications@kannaland.gov.za. Application forms can be obtained from the Municipal website at www.kannaland.gov.za and must reach the Human Resources section on or before 15 December 2025 at 12:00. Applicants must clearly state the reference number and position in the subject line of the email.

Only electronic applications will be received.

Applicants residing in the Kannaland area will receive preference.

Disqualification:

Please note that the following will result in disqualification:

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing with Councillors.**
- 3. Submission of fraudulent qualifications and/or documents.**

NB: Please note that shortlisted candidates will be subjected to a selection process. By applying for this position, candidates consent to background checks being conducted.

The Municipality reserves the right not to make an appointment.

If you do not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Kannaland Municipality is an equal opportunity employer that endorses the principle of affirmative action and employment equity. Preference will be given to applicants from the designated/underrepresented groups.

CLOSING DATE: 15/12/2025

MUNICIPAL MANAGER: ADV D SEREO