

ARCHIVES AND RECORDS OFFICER

Salary: (T10/C2) R25 061.13 per month (Basic Excluding benefits)

JOB PURPOSE

- Establish and maintain the effective and efficient operations of the Company's archives.

DUTIES AND RESPONSIBILITIES

- oversee the management of electronic and/or paper-based information
- identify the most appropriate records management resources
- design and develop or improve filing systems, business classification schemes and undertake records surveys
- set up and review documenting records systems
- establish retention and disposal schedules
- advise on new records management policies, providing a framework to guide staff in the management of their records and use of the employer's records system
- standardise information sources throughout the company
- manage the changeover from paper to electronic records management systems
- respond to information enquiries, giving appropriate access to information
- ensure compliance with relevant legislation and regulations
- advise on complex legal and regulatory issues, often involving judgements in areas such as the POPI Acts etc
- preserve corporate memory and heritage
- Evaluating, selecting, retrieving and arranging materials
- Keep records of materials filed or removed, using logbooks or computers
- Add new material to file records, and create new records as necessary
- Track materials removed from files in order to ensure that borrowed files are returned
- Gather materials to be archived from departments and employees
- Sort or classify information according to guidelines such as content, purpose, user criteria, or chronological, alphabetical, or numerical order

*al:ccawaid
16/04/2024*



Tel +27(0) 11 992 8000
Fax +27(0) 11 613 7381



info@joburgmarket.co.za
www.joburgmarket.com



PO Box 86007
City Deep, Johannesburg
South Africa
2049



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DUTIES AND RESPONSIBILITIES

- Organising and running information sessions for staff to understand archiving systems and requirements
- Making the archives accessible to a wide range of users
- Storing and preserving documents in accordance with legislative requirements
- Perform miscellaneous job-related duties as assigned

QUALIFICATIONS

- Higher Certificate / NQF level 5 preferably in Archiving or Records Management
- Minimum of 3 years relevant experience

Joburg Market is an equal opportunity employer. All appointments will be made in accordance with Joburg Market Employment Equity Policy. Joburg Market reserves the right not to make appointment

Email to: Archive-Records-Officer@joburgmarket.co.za

Please note all CV's must have the following

Attachments: Cover Letter, certified copy of ID, and supporting qualifications, if not attached your application will be rejected. **NO APPLICATION FORMS MUST BE COMPLETED**

By submitting your application for a position at Joburg Market, you are consenting that the personal information submitted as part of your application may be used for the purposes of Recruitment and Selection and related process.

Please take note that if you are not contacted after 4 weeks of closing date; consider your application as unsuccessful.

N. B. Applicants from Indian, Coloured and White population Groups are encouraged to apply

The closing date is 30th April 2024 at 12:00 pm.

*Nice work
16/04/2024*