



VISION

Shape and own the future

To be a transforming, equitable, sustainable, and academically excellent University of Technology anchored in its communities.

MISSION

To offer technological, career-directed educational programmes focussing on the innovative problem-solving research and engage with government, business, industries and communities as end-users.

OFFICE OF THE REGISTRAR GOVERNANCE AND SECRETARIAT

RECORDS MANAGEMENT OFFICER (P9) – Ref: AA29 (THREE YEAR FIXED TERM CONTRACT)

Key Performance Areas:

- Effective and efficient implementation of the institutional records management system
- Administration and management of digital storage systems
- Provide support on the use of Records Management Systems function.
- Communication and attend to enquiries.
- Customer-focused and oriented records management system
- Implementation of advanced data security protocols

Minimum Requirements:

- Relevant Bachelor's degree in Information Management and/ or Archival Studies
- Three years' experience in the records and archives management, preferably in a higher education institution
- Knowledge of the National Archives and Records Services of South Africa Act 43 of 1996

Recommendations:

- Two (2) years' related experience, preferably in higher education or large organization
- Knowledge of records management processes and procedures in higher education environment
- knowledge of the Promotion of Access to Information Act 2 of 2000 (PAIA)
- Reporting skills and ability to communicate at all levels within the institution.

Competencies:

- Proven record of systematic management of hardcopy and electronic records (categorization retrieving off-site storage/archiving and disposal) for student and institutional records
- Proven experience in records and archives management function and maintenance of an institution- wide records management system

Salary Scale: R389 303.00 – R542 219.00 (P9) basic salary per annum.

Benefits: 13th cheque, housing subsidy, pension, group life, medical aid, and study grant.

Interested applicants should send (a) a motivation detailing the extent to which they meet the requirements of the position; (b) an application form (downloadable from www.mut.ac.za); (c) a Curriculum Vitae; (d) certified copies of academic qualifications plus academic records, proof of professional registration with a relevant professional body where applicable and copy of a valid driver's license. **(Please provide academic transcripts and SAQA evaluation certificate, if qualifications were obtained outside South Africa)**; and (e) names of three contactable referees to: Department of Human Resources and Development, via email: hr@mut.ac.za.

Enquiries: Tel: (031) 907 7560 / 7565

Closing Date: 16 August 2024

Mangosuthu University of Technology is committed to meeting the objectives of Employment Equity to improve representivity within the institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity targets including people with disabilities. In accordance with the Departmental Employment Equity targets, first preference will be given to African Female or African Male.

The University reserves the right NOT to make an appointment.