



#### **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:AA32 (THREE YEAR FIXED TERM CONTRACT)**

#### **Key Performance Areas:**

- Effective and Efficient Implementation of the Institutional Records Management System
- Administration and Maintenance of Digital Storage Systems
- Provides support on the use of Records Management Systems functions
- Communication and attend to enquiries
- Customer focus and oriented Records Management Systems
- Implementation of advanced data security protocols

#### **Minimum Requirements:**

- Relevant Bachelors Degree in Information Management and /or Archival Studies
- National Diploma in Information Management and / or Records Management
- Three years' experience in records or archive management preferably in a Higher Education Institution
- Knowledge of the National Archives and Record service of South Africa Act 43 of 1996

#### **Recommendations:**

- years' related experience, preferably in a higher education or large organization
- Knowledge of records processes and procedures in higher education environment
- Knowledge of 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 / or archiving and disposal) for students' and institutional records
- Proven experience in records and archives management function and maintenance of an institution wide records management system

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**Salary Scale:** R389 303.00 – R542 219.00 basic salary per annum.

**Benefits:** 13<sup>th</sup> 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](http://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](mailto:hr@mut.ac.za).

Enquiries: Tel: (031) 907 7560 / 7565

**Closing Date: 07 March 2025**

**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 EE targets, first preference will be given to African Male.**

**The University reserves the right not to make an appointment.**