

**Post Name: Registry Clerk**

**District: Provincial Office – Kimberley**

**Service Point: Substance Abuse Treatment Centre**

**Reference: RC/SATCENTRE/2018/23**

**Salary per Annum: R 152 862.00 per annum**

**Job Purpose**

* **To provide registry services.**

**Requirements and competencies**

* A grade 12 certificate or equivalent.
* Computer literacy.
* Knowledge of Public Service Legislation
* Good communication skills.
* Be able to work as part of a team.
* Knowledge of the Batho-Pele Principles.
* Good planning and organising skills.
* Knowledge of Registry Functions and practices
* Good planning and interpersonal skills
* Knowledge of storage and retrieval procedure in terms of working environment

**Major Job Functions**

* **Provide registry counter services by attending to** clients, Handle telephonic and other enquiries received. .
* **Handle incoming and outgoing correspondence.**
* Receive and register hand delivered mail and files .
* Distribute notices on registry issues.
* **Render an effective filing and record management service**
* Open and close files according to record classification system.
* Filing/storage, tracing (electronically/manually) and retrieval of documents and files.
* Complete index cards for all files.
* Operate office machines in relation to the registry function.
* Process documents for archiving and disposal.
* Execute ad-hoc duties

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**Enquiries: Ms M Fani, Tel. (053) 874 9100**

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It is the Department’s intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. **Applications must be submitted on form Z83**, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s licence [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). **No faxed or emailed applications will be considered.** **Failure to submit all the requested documents will result in the application not being considered**. **Correspondence will be limited to short listed candidates only.** If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probationary period of twelve (12) months, should such a need be identified. **The Department reserves the right not to make appointment(s) to the advertised post(s).**

**All applications, quoting the relevant reference number, must be directed to:**

**Postal Service: Hand delivery to Registry:**

**Registry Latlhi Mabilo Complex**

**Department of Social Development Barkley Road**

**Private Bag X5042 Homestead**

**Kimberley Kimberley**

**8300 8301**

**Attention: Ms.R. Leburu**

Publication Date: 16 February 2018

Closing date: 28 February 2018