

## CENTRAL KAROO DISTRICT MUNICIPALITY

*All aspects of our staffing processes shall be non-discriminatory and will afford applicants equal opportunity to compete for vacant positions:*

### **MANAGER : RECORDS & FACILITIES MAINTENANCE (BEAUFORT WEST)**

Salary: T14 (R496 464,00 per annum) + fringe benefits

**Minimum Requirements:** • A relevant tertiary qualification, preferably an appropriate B-Degree in Information Science/Records Management/Public Administration/Archival Science. • At least 5 years experience in middle management. • Experience in the fields of paper-based and electronic records management. • Valid B Drivers License. • Preference will be given to candidates with Records Management training as also presented by the National or Provincial Archives and Records Service (NARS). • Computer Literacy. • Accurate Typing Skills.

**ADDED ADVANTAGE:** • Knowledge of Local Government Legislation. • Previous experience of records management. • Experience of the Quidity Records Program • Records Management Certificate.

**CORE FUNCTION:** Professional and confidential records management and policy development to ensure records is managed in accordance with the National Archives and Records Services of SA. General care of the buildings of the CKDM.

Fringe benefits for permanent employees include: retirement fund, medical scheme, group life insurance, 13th cheque and a non-pensionable accommodation allowance. Details regarding the comprehensive list of fringe benefits are available on request. The Municipality will reimburse, subject to prior approval by the Municipal Manager, new appointees for the lowest of the three quotations for removal of furniture and household items.

Applications, on the official application form of the Council (on website [skdm.co.za](http://skdm.co.za)), must be forwarded to the HR Division to reach this office no later than **Monday, 22 September 2025**. Applications must be accompanied by certified copies of qualifications and driver's license. Enquiries may be directed to Gerda van Zyl at Tel. (023) 449-1000. The District Municipality reserves the right not to make any appointment. Please note that, should no feedback be received within 3 months from closing date, candidates may assume that their applications were unsuccessful.

**M J PENXA – MUNICIPAL MANAGER, Private Bag X560, Beaufort West, 6970**