

**MNQUMA
LOCAL MUNICIPALITY**
17 SEP 2026



Mnquma Local Municipality • Corner King and Mthatha Street • Butterworth • 4960
Postal Address: • PO Box 36 • Butterworth • 4960
Tel: (047) 401 2400 • Fax: (047) 491 0195 • www.mnquma.gov.za

EXTERNAL ADVERTISEMENT: VACANT POSITION

**APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE
FOLLOWING POSITION:**

CORPORATE SERVICES

POSITION : REGISTRY ASSISTANT
POST LEVEL : TASK GRADE 06
DURATION : PERMANENT
REMUNERATION : (R183- 167.98 -R237-787.90) PER ANNUM
REFERENCE NUMBER : MNQ/ADMN/OA/2026/14

MINIMUM REQUIREMENTS:

- ❖ Grade 12.
- ❖ National Diploma in Records Management/Postgraduate or any relevant qualification.
- ❖ 01-to-02-year experience.
- ❖ To be able to understand verbal and written instruction.
- ❖ Ability to work independently without supervision.

KNOWLEDGE AND SCOPE OF WORK:

- ❖ Filing & Record Management: Opening and closing files, storing documents, and retrieving files(both manually and electronically) following the approved file.

FUNCTIONAL AND COMPETENCIES:

- ❖ **Required Knowledge Record Management:** National Archives Guidelines and Records Management prescripts (National Archives of South Africa Act No.43of 1996)
- ❖ **Public Service Frameworks:** Batho Pele Principles, Public Service Act, and Public Management Act (PFMA)and Treasury Regulations.

- ❖ **Essential Skills Computer Literacy:** Proficiency in Microsoft Office Suite (Word, Excel) and basic database systems. Soft Skills: Strong communicating, interpersonal, problem - solving, organizing and time-management skills.

KEY PERFORMANCE AREAS:

- ❖ Capturing using sequential codes and monitoring the status of correspondence received/dispatched.
- ❖ Inserting registry control numbers and references(labels) to all correspondence/documents.
- ❖ Initiating sequences to maintain/update the filing system creating new files once necessary recordings have been made.
- ❖ Adherence to procedural requirements related to the accessing and of documents/record for binding for final process.
- ❖ Checking Documents Distribution list is updated and documents are received and correctly distributed.
- ❖ Maintaining the efficiency of all registry equipment (Computers scanners, Facsimile and Photocopy Machines, etc) making recommendations to Manager Administration on the upgrading of such equipment and optimization.
- ❖ Preparing reports of staff inspection and records activities of Electronic Data Management Systems.
- ❖ Operating review and periodic evaluation of Electronic Document System (EDMS)
- ❖ Flows storage, retrieval and disposal in terms of applicable legislation.
- ❖ Controlling the safekeeping and access to all archives' material.
- ❖ Extracting, collecting and analysing information to monitor the usage of computer printers and related office automated equipment and stationery.

ADDITIONAL INFORMATION:

- ❖ Candidates will be subjected to screening, vetting and verification of qualifications.
- ❖ The successful candidate will be required to sign an employment contract, a performance agreement, Job description and a disclosure of financial interest.

INSTRUCTIONS TO APPLICANTS:

Interested candidates must please fill the application form completely and accurately, obtainable from www.mnquma.gov.za and at Recruitment office – Tiyo Soga Building_

Mnquma Local Municipality together with CV, certified original ID copies and qualifications, original certified copies not older than six (06) months for the attention of Ms V. Mviko
Director Corporate Services: Mnquma Local Municipality, P.O. Box 36, Butterworth, 4960 or
hand deliver at Tiyo Soga Building, no 61 Top Blyth Street Butterworth.

NB: Failure to comply with the above instructions will result in disqualification of your application.

Late, faxed and emailed applications will not be considered.

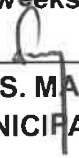
For enquiries you can call the HR Office @ 047 050 1136/1120 during office hours.

The closing date for applications 07 October 2026 at 16:30.

DISCLAIMER:

- ❖ Mnquma Local Municipality is an equal opportunity employer and is committed to the provisions of the Employment Equity Act No 55 of 1998 for the advancement of previously disadvantaged groups, people from designated groups are encouraged to apply.
- ❖ By submitting your application for a position at the Mnquma Local Municipality, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related processes.
- ❖ The Municipality reserves the right not to make an appointment.
- ❖ Any misrepresentation or failure to disclose material information on the application will automatically disqualify your application.
- ❖ You also consent to the following risk checks should your application be shortlisted: Credit Record, CV validation, Employment record verification, Criminal check, and Identity validation.

NB. Only short-listed candidates will be contacted and if you are not contacted within six weeks after the closing date you may regard your application as unsuccessful.


MR S. MAHLASELA
MUNICIPAL MANAGER

DATE **17 SEP 2026**

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