



The Mpumalanga Provincial Treasury invites applications from suitably qualified candidates for the following vacancy

Post: Registry Clerk
Office of the MEC
Reference: MPT 32/2024
Salary Level: 05
Salary Notch: R 216 417 per annum
Location: Mbombela

Requirements: A minimum of Grade 12 certificate. Certificate in records management will be an added advantage.

Skills and Competencies: Knowledge of National Archives and Record Service of South Africa Act, 1996 (Act No. 43 of 1996) and related Regulations and prescripts. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Competency in Microsoft Office Suite (Excel and Word). Good communication (verbal and written) and interpersonal skills.

Responsibilities: Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and /or disposal.

APPLICATIONS: Applications must include completed and signed New Z83 form (effective 1 January 2021) obtainable from any Public Service Department or from the DPSA website and a **detailed CV ONLY**. Only shortlisted candidates will be requested to submit certified copies of qualifications, a valid driver's license and ID on the day of the interview. Communication regarding requirements for certified documents will be limited to shortlisted candidates.

Applications must be submitted by email to: mptrecruitment@mpg.gov.za. Applications must be sent on **pdf format (maximum size: 5MB)** and indicate on email subject: **Name of Post and Post Reference Number**

PLEASE NOTE THE FOLLOWING:

The Mpumalanga Provincial Treasury is an equal opportunity, affirmative action Employer. It is the intention of the Provincial Treasury to promote representivity in terms of (race, gender and disability) through filling of these posts and all appointments will be made in accordance with the Employment Equity targets of the Provincial Treasury. Suitably qualified women and persons with disabilities remain the targeted group and are encouraged to apply.

All appointments will be subjected to a personnel suitability check process not limited to the following: - (criminal record, credit record, qualification verification, citizenship, employment reference and social media).

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Successful candidates will be required to enter into a performance agreement.

Applicants who have previously submitted their applications are encouraged to apply.

Shortlisted candidates may be required to undergo skills assessment where necessary.

Applications received after the closing date or those that do not comply with the requirements indicated above will not be considered.

If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction; applicants are hereby advised to within 90 days seek reasons for the above administrative action in terms of section 5, of Promotion of Administrative Justice, 2000 (Act No. 3 of 2000).

No facsimile, post or hand delivered applications will be accepted. Only applications submitted via email will be accepted. The Provincial Treasury reserves the right not to make any appointment(s) to the advertised posts.

