

BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

POSITION: Records Officer

Ref: REC/14/16

Minimum Requirements: • Bachelor's degree in Library and Information Science/Post graduate Diploma in Archival Studies/Records Management • 3 years' experience in Records.

Required Competencies: • Knowledge of Records Management • Understanding of compliance requirements and regulatory framework on record management • knowledge of safety procedures on records management • Listening skills • Monitoring skills • Interpersonal skills • Planning & coordination skill • Report Writing skills • Communication • Customer relations.

Specific Functional Responsibilities: • **File Plan & Implementation;** • Implement & maintain records File Plan • **Development of Standard operating procedure & Templates;** • Develop & review standard operating procedure for travel and accommodation, Registry services, Records management • **Disposal & Retention of Records • Registry Services Management;** • Handling of hand delivery mail • Distribution of official and private mail • Provision and usage of mailbag • Compiling records inventory list • Ensure proper filling and records keeping is carried out in the office • Ensure safety of records and documents, equipment against fire, dust, humidity and light at all-time • **Courier Services;** • **Travel and Accommodation Services Management;** • Develop Business Case for Travel and Accommodation for submission and approval • Drafting advertising documents for approval • Developing Request for Proposal document for approval • Conducting tender briefing sessions to bidders • Liaising with service provider • Attending bidders queries • Setting up Evaluation Committee for the evaluation of tender • Compiling report for the Procurement Committee and present for approval • Drafting Service Level Agreement for signing and engage relevant stakeholders

Please e-mail your applications to: recruitment@elidz.co.za

The closing date is 11 November 2016. If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill these positions. **Preference will be given to African Males and Coloured Females as per our EE Plan.**

Tel: 043 702 8200 / www.elidz.co.za

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east london idz
business streamlined