

BE PART OF THIS TEAM

The East London Industrial Development Zone SOC Ltd is a State-Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

POSITION: RECORDS OFFICER | Ref: REC/07/23

Minimum Requirements: • Degree in Archives and Record Management • 5 years' experience in Archives and Records Management • 1-2 years' experience of any electronic records management systems will be an added advantage.

Required Competencies: • Computer Literacy (Ms office: Word, PowerPoint, Excel) • Good practical knowledge of records management • Understanding of compliance requirements and regulatory framework on record management • Knowledge of Safety procedures on records management.

Specific Functional Responsibilities: • **File Classification Systems & Implementation** • Development and implementation of policies and procedures, file classification systems, streamline correspondence workflow, records retentions and disposition schedules • Facilitate the efficient management of ELIDZ documents and records (holistic information management) • **Integrated Electronic Document and Records Management system (EDRMS)** • Development and Review of Content Workflow, rules and retention/deletion • Facilitate implementation of an integrated electronic document and records management system (EDRMS) in line with ELIDZ strategic goals • Ensure alignment between the various disciplines/functions in order to promote cross-functional cohesion in providing business value • Oversee and manage the information life cycle and related interdisciplinary activities, from information acquisition, retention, archival and deletion • **Correspondence Processes** • Facilitate and coordinate streamlining of the correspondence processes with the respective departments and business units • Align workflows on departmental systems and processes to information and records management rules and compliance • Define IT systems rules in alignment with approved organization classification system and retention schedule • Coordinate and monitor records management maturity assessments in the business units • Conduct information management inspections to monitor compliance with relevant legislation, policies, procedures and standards, and identify gaps and recommend corrective actions • Provide reports for management information and decision-making purposes • Manage client and stakeholder relationships in line with the Enterprise Content Management Centre of Excellence/ Records Management best practice service catalogue • **Development and Management of Templates** • Handle registry services • Records management • Courier Services • **Disposal & Retention of Records** • Check legislation around disposal or retention records • Write application for disposal of records • Acquire Disposal Certificate • **Training and Supervision** • Training of new staff and interns on: • Support and monitor the implementation of the Electronic Document and Records Management System (EDRMS) and Classification schemes in respective Business Units • Act as Records Manager when delegated • **Registry Service** • Ensure registry services are adequately rendered • Provide mailbag Identify misfiling and the correction thereof • Ensure proper filing of records and documents • Ensure retrieval of files during audit period • Ensure safe movement of records from one area to another • Handle Control list / inventory list of MOU's (Memorandum of Understanding), Board approvals, Policies etc. • **Courier Services and Travel and Accommodation Services** • Handle tender process administration • Develop Business Case for Courier Services for submission and approval by CEO (Chief Executive Officer) • Draft advertising documents for approval • Develop Request for Proposal document to bidders for approval • Compile report for the Procurement Committee and present for approval • Handle Courier Services issues with internal customers • Ensure the monthly reports are submitted and that meetings held (monthly) • Ensure compliance to the Service Level Agreement and check invoices for submission to Finance • Provide administration of financial related records for courier services • **Housekeeping** • Ensure safety of records, documents and equipment against hazards and in compliance with SHE • Liaise with SHE regarding fumigation • Protect against removal of records by unauthorized persons • Ensure compliance to Registry Manual • Ensure maintenance and support of EDRMS • Liaise with service providers • Sit on Wellness Committee • **Reporting** • Report to Records Manager • Submit reports to Executive Manager in the absence of the Records Manager • **Stakeholder Management** • Coordination of Meetings, Provincial Archive Forums • Participate in South African Society of Archivists Conference and Gatherings • **Travel and Accommodation Services** • Monitor employee travelling trends. • Compile and Submit Monthly travelling reports for employee's travel • Liaising with Travel Agency and bookers • Compile travelling tender documents • Responsible for tender process.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is 10 October 2023. 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 this position. **The ELIDZ is committed to giving preference to suitably qualified persons with disabilities and to African Males as per our EE Plan.**

The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.

Tel: 043 702 8200

www.elidz.co.za

ELIDZ_Vac_2023-129



east london idz
business streamlined