



HUMAN RESOURCES UNIT

ADMINISTRATOR (RECORDS)

R128 403.48/R166 668.65 pa

Grade 9 (Provisional grade-subject to formal evaluation)

Human Resources Unit of the Corporate and Human Resources Cluster

Qualifications (Essential): Matric/Grade 12 plus relevant certification accredited by SAQA, as applicable. Valid code B drivers license.

(Preferred): Relevant 3 year tertiary qualification, i.e. diploma or degree.

Experience (Essential): 2 years relevant experience. Computer literacy.

(Preferred): 3 years relevant administration experience including working with electronic databases.

Duties Include: Applies procedures and guidelines to execute activities relating to document management and record keeping, providing guidance on applications, attending to queries and, updating and verifying system records and, extracting activity related reports in order to ensure instructions, reporting deadlines and outcomes are accomplished in accordance with laid down guidelines and applicable procedures.

Applications to The Human Resources Administration, Ground Floor, Shell House, 221 Anton Lembede Street, Durban 4001 or PO Box 5892, Durban 4000 or email ZondiNtokozo@durban.gov.za Tel 031 311 3163) by Friday, 2012/05/25, at 12.00 (Midday).

