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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

## **SHORT-TERM CONTRACT POSITION** **Registry Clerk**

### **APPLICATION REQUIREMENTS**

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

### **DISCLAIMER**

- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, 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 process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



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**REGISTRY CLERK  
SHORT-TERM CONTRACT POSITION  
(Not exceeding 12 months)**

**Department:** Group Finance  
**Branch:** Management Support  
**Designation:** Registry Clerk  
**Remuneration:** R18 093,91 pm (all-inclusive basic salary, no benefits)  
**Location:** Thuso House, 61 Jorissen Street, Braamfontein

**Minimum Requirements:**

- Matric/Grade 12 (NQF level 4);
- Previous training and/or experience in a related field will be an added advantage;
- Computer literacy (MS Office Applications);
- Understanding the public sector industry would be an advantage;
- Only City of Johannesburg residents will be considered.

**Primary Function:**

**Provide an administrative support service associated with the provisions of effective document management and information systems, flow and management of correspondence, retrieval and the filing of files and disposal of obsolete files in line with the relevant guidelines, standards and legislation.**

**Key Learning Areas:**

- Ensure the effective administrative support is provided to the department for an effective document and information system;
- Classify, register, scan and save all records and document into the electronic system;
- Filing, retrieval and disposal of obsolete documents/records and files;
- Assist with office administration;
- General office administration;
- Document management and archiving;
- Registry of all records and documents

**Leading Competencies:**

- Computer literacy (MS Word and Excel);
- Good interpersonal and communication skills;
- Excellent time management skills and the ability to prioritise work;
- Attention to detail and accuracy;
- Ability to work independently and to enjoy working as a member of a team.



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### **Core Competencies:**

- Knowledge of the City regulations as well as the National Archiving Act (NAA);
- Collaborative/Teamwork, Values and Integrity, Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;

*“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”*

**Please take note that only online applications will be considered. Please apply by using the following link below:**

<https://share-eu1.hsforms.com/1XThW62PyT9GobtqDDKUxZQew554>

APPLY ONLINE VIA: [www.joburg.org.za](http://www.joburg.org.za)

### **ENQUIRIES ONLY:**

Contact Person: Thabiso Nkosi

Tel No.: 011 021 5802

**CLOSING DATE: FRIDAY, 17 JANUARY 2025**

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, 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 process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record.
- CV validation.
- Employment record verification.
- Criminal check.
- Identity validation.