



## **BITOU LOCAL MUNICIPALITY**

*Bitou Municipality is inviting applications for the following vacancy from suitably qualified candidates. Preference will be given to local residents before considering candidates outside the Bitou Municipal Area*

**POSITION : REGISTRY HEAD**  
**DIRECTORATE : CORPORATE SERVICES**  
**DIVISION : ADMINISTRATION SERVICES**  
**SECTION : REGISTRY**  
**BASIC SALARY : R 319 809, 97 – R 415 144, 50 per annum (T11) + MUNICIPAL BENEFITS**  
**REF NO. : Notice 398 of 2023**

**QUALIFICATIONS AND EXPERIENCE:** • A relevant qualification preferably a Higher Certificate: Archives & Records Management • 3-5 years' relevant experience • experience in the fields of paper-based and electronic records management

**REQUIREMENTS AND SKILLS:** • Computer literate (MS Office applications) Proficiency in at least two (2) of the three (3) official languages of the Western Cape (read, write & speak) • works independently • knowledge of the local government environment • knowledge of information management • specialist knowledge of Records Management practices • understanding of the most prevalent electronic systems presently being employed • knowledge of the relevant standards as well as the statutory and regulatory framework within which an office functions • implement and maintain procedures and systems associated with controlling documents and correspondence flow, storage, retrieval and disposal

**FUNCTIONS & RESPONSIBILITIES:** • Manage and monitor the functional activities of staff • Control over the activities of the Section • Plan and supervise utilization of resources • Controls the administrative requirements associated with the flow of functional documentation/information and correspondence • Responsible for the supervision of the filing and retrieval of mail, pending of files, circulate and search for files • Perform archiving tasks relating to the preparation of incoming and outgoing correspondence, council resolutions and other documents received for filing • Responsible for the supervision of the filing and retrieval of mail, pending of files, circulate and search for file • Attending to counter service • Reporting to various institutions/ persons

### **COMPETENCIES REQUIRED**

1. **Core Professional Competencies**
  - Written Communication
  - Oral Communication
  - Attention to Detail
  - Advice & Guidance
  - Organisational Awareness
  - Computer Literacy
  - Managing Work
2. **Functional Competencies**
  - Discipline Specific Skills
  - Information Management
3. **Public Service Orientation Competencies**
  - Interpersonal Relationships
  - Service Delivery Orientation
  - Client Orientation and Customer Focus
4. **Personal Competencies**
  - Action Orientation
  - Resilience
  - Change Readiness
  - Cognitive ability
  - Learning orientation
5. **Management / Leadership Competencies**
  - Impact and Influence
  - Team Orientation
  - Coaching and Mentoring.
  - Leadership

**Work related enquiries can be directed to Mrs. TM Wildeman on [twildeman@plett.gov.za](mailto:twildeman@plett.gov.za) or on tell: 044 501 3062.  
For general enquiries contact Ms. L Clark on telephone no: 044 501 3418.**

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website ([www.bitou.gov.za](http://www.bitou.gov.za)). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to Private Bag X1002; Plettenberg Bay; 6600

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

**Please take note:**

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (**Compulsory**)
3. **LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.

**(Successful Candidate to Commence duty: 01 JANUARY 2024)**

**M MEMANI**  
**MUNICIPAL MANAGER**

**CLOSING DATE: 04 December 2023 @ 14h00p.m**

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful  
**Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled**