

R533 Graskop Road.
Opp Mapulaneng DLTC
Bushbuckridge
Co-ordinates: 31°3'59.796"E 24°50'24"
Tel: 013 065 0983



Private bag x 9308
Bushbuckridge
1280
Email: info@bushbuckridge.gov.za
Website: www.bushbuckridge.gov.za

The Bushbuckridge Local Municipality seeks to appoint suitable people for the following permanent positions:

INTERNAL/EXTERNAL ADVERTISEMENT

DEPARTMENT: CORPORATE SERVICES

LOCATION: HEAD OFFICE

POSITION: RECORDS CLERK X2

(Ref no: HO/2026/12)

BASIC SALARY: ENTRY R330,319.74 PER ANNUM

Minimum Requirements

- Grade 12 certificate
- Three-year national diploma or degree in records management or equivalent
- Computer literacy: MS office
- One (1)-Three (3) years relevant administrative experience

Key Performance Areas

Reporting to the Admin Records Officer, the incumbent will be responsible for the following functions:

- Receive, register, sort, and route incoming/outgoing correspondence and records according to the municipal file plan.
- Create, maintain, and update physical and electronic filing systems; ensure accurate indexing and retrieval of records.
- Scan, capture, label, and archive documents in line with records management procedures and retention schedules.
- Open, close, and manage files; ensure documents are correctly placed, referenced, and kept up to date.
- Control file movement (issue/return) and maintain a file tracking register to support accountability and audit trails.
- Provide registry/front-desk support: respond to internal queries, assist departments with file requests, and guide users on records procedures.
- Implement records security and confidentiality controls, including access control for sensitive/limited records.
- Prepare records for audits, investigations, and information requests by locating, verifying, and compiling required documents timeously.
- Support disposal, archiving, and transfer processes in line with approved retention schedules and applicable legislation.
- Maintain accurate statistics and reports (e.g., files opened/closed, correspondence received/dispatched, turnaround times) for management.
- Perform general administrative duties (data capturing, typing, photocopying, minute-taking, and meeting logistics) as required.

Applications must be submitted on the compulsory prescribed application form (www.bushbuckridge.gov.za), a comprehensive CV, and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Bushbuckridge Local Municipality, Private Bag X9309, Bushbuckridge, 1280 OR hand deliver to Registry, Head Office. Correspondence will be limited to shortlisted candidates only. The successful candidate will be expected to sign performance compact / agreement which is in line with performance framework.

NB: All shortlisted candidates will undergo background checks, verifications and criminal records. Fraudulent qualifications or documents will immediately disqualify any application. People with disabilities and from previously disadvantaged backgrounds are encouraged to apply.

Closing date 10 June 2026 at 16H00 Enquiries: Mr. RD Tshobete- HR Manager (013) 065 0983