

Department of Cooperative Governance and Traditional Affairs Records Management Vacancies
Requirements:-

National Senior Certificate, a National Diploma/Bachelor's Degree/ in Records Management/Archives, or equivalent qualification. A minimum of 3 years' experience in Records Management at junior management level. Knowledge and understanding of the Records Management/ Archiving Services. Knowledge of electronic Record Management and digital preservation issues. Knowledge of public service legislation and regulations is essential. A valid driver's license.