



JOB PROFILE

A. Post Information	
Post Title	Records Manager
Component	Corporate and Financial Support Services Division
Location	Head Office - Braamfontein
Post Reports To	Manager Admin and SCM

Job Profile Verification	
Profile Verified By:	Alice Price
Date Verified:	15 September 2011

Job Profile Validation	
Profile Validated By:	Kayum Ahmed
Date Validated:	20 September 2011

Job Evaluation Outcome	
Confirmed Grade:	
Date Graded:	

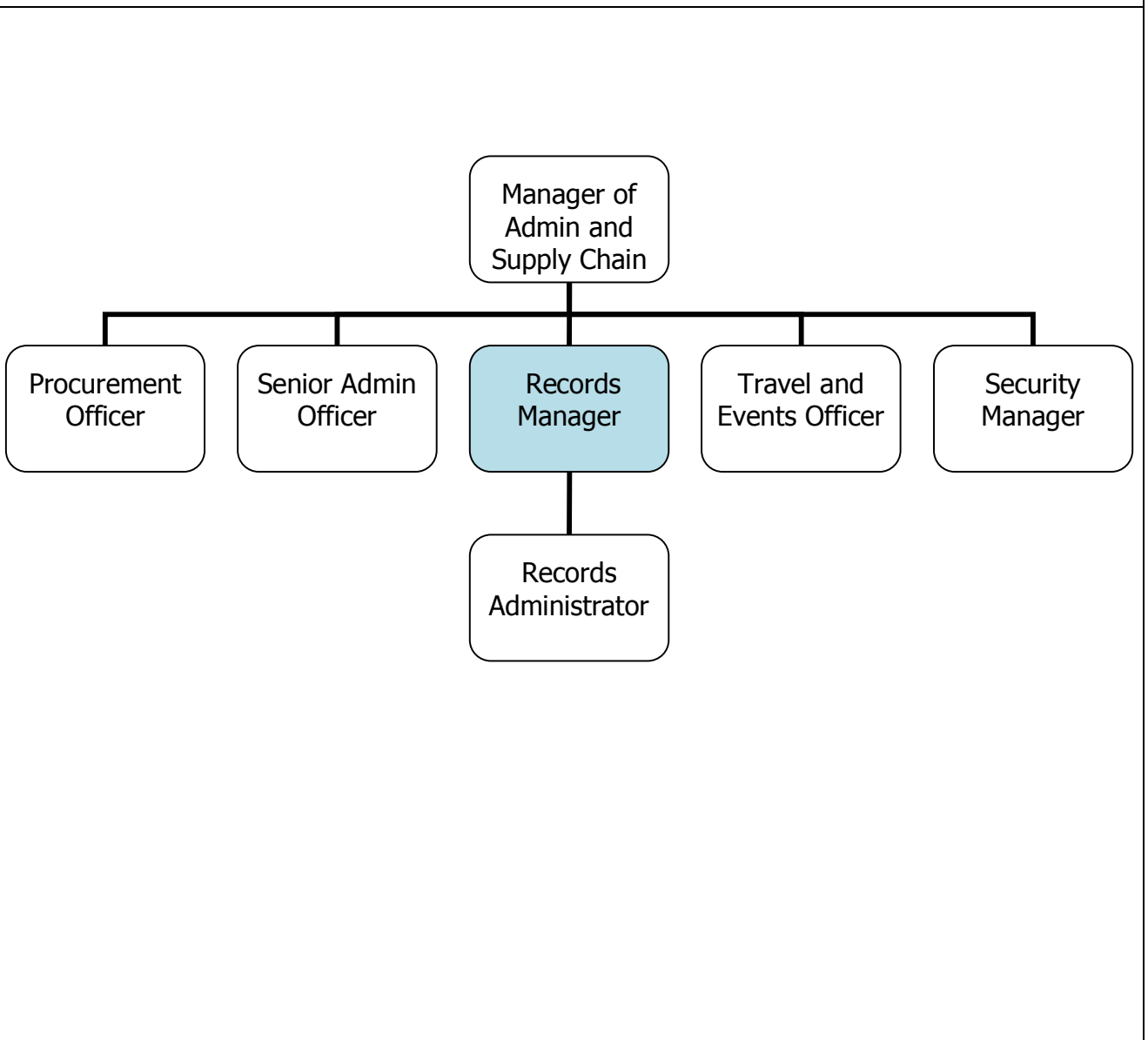
B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

The purpose of this role is to effectively manage an in-house records storing facility for the SAHRC, ensuring centralized, easily retrievable information is available when required

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities

List major activities and contribution to the organisation for which this post is held accountable

Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	Records Management	1.1	Develop and review policies for the SAHRC that are in line with the National Archiving Act
		1.2	Develop effective systems and procedures on the archiving of records for the Commission
		1.3	Develop and manage electronic and hardcopy archiving systems for PAIA and the complaints sections of the Commission
		1.4	Ensure that the Head Office and Provincial staff are trained in record management procedures, in order to support these systems
		1.5	Ensure that there is effective coordination with the National Archives
		1.6	Liaise with business to ensure that there is proper management of records
		1.7	Ensure that effective security clearance standards are developed and adhered to regarding information retrieval
2	Provincial Records Management	2.1	Oversee the records management for the provinces ensuring that records are retained for the prescribed 5 year period
		2.2	Ensure that provincial staff are trained in effective records management
		2.3	Perform site visits where required to assist in the record management process and to assist with system design at provincial level
		2.4	Oversee the implementation of an effective records monitoring system per province that is linked to Head Office

D. Key Responsibilities			
<i>List major activities and contribution to the organisation for which this post is held accountable</i>			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
3.	Reporting	3.1	Develop effective weekly & monthly reports for the Administration Manager detailing all of the activities that occurred relating to record management
		3.2	Produce a security report for the Administration Manager detailing who is requesting information

E. Advisory Responsibility	
<i>Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.</i>	
To Whom	Type of Advice/ Information
National Archives	Information storage requirements
Provinces	Archiving information and knowledge

F. Accountability	
<i>These fields are not compulsory and should only be completed if the fields are relevant to your post</i>	
Number of staff directly managed	• 1
Number of staff indirectly managed	• 0
Financial accountability	• 0

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
<p>Key competencies <i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Knowledge Management • Administrative ability • Decision making and organizing abilities • People management ability • Computer literate • Mature disposition • Service delivery innovation • Honesty and integrity • Client orientation and customer focus
<p>Knowledge and education <i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • Post graduate or Degree in Information science and or Library science • Knowledge and understanding of relevant legislative and regulatory requirements • Knowledge and understanding of project management approaches and systems
<p>Experience <i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • 5 years relevant experience

H. Career pathing

Next higher position:	Manager Admin and SCM
What is required to progress:	See Profile

I. Job profile agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.

Title	Name	Employee Number	Signature	Date