



The Universal Service and Access Agency of South Africa (USAASA) is established in terms of the Electronic Communications Act 36 of 2005. USAASA is an equal employment employer, supportive of the objectives of the Employment Equity Act, and encourages suitably qualified individuals from all groups including special designated groups to apply for the following position:

**Temporary Records Management Officer**  
Salary: Negotiable (Ref. 2016/10/01)

USAASA requires an experienced Records Management Officer for a temporary duration of 3 months to support the Company Secretary with record management system in line with the best practice.

**Key outputs:** • Develop a record management for the records of the Board, Board Committees, Executive Management Committee, Executive Management Sub-Committees, and Management. • Place hard copies on file and work with IT to develop a system to save soft copies on a common drive addressing the backlog in the filing of papers. • Categorise records for easy retrieval • Fulfil administrative duties: - photocopy Board and Committee packs, transcribe recordings and maintain statutory books and registers.

**Minimum Requirements:** Matric or National Diploma in Office Administration • At least 5-7 years' relevant solid experience in a similar position. • Knowledge of corporate governance, public sector, PFMA, National Treasury Regulations, Government Prescripts and King III • Knowledge of and firm experience in a Company Secretarial practice and administration. • Proficiency in Microsoft Office Suite at an advanced level • Good interpersonal skills supported by exceptional verbal and written communication skills.

**Competencies:** Planning and conceptualisation. Problem-solving and analytical skills, Attention to detail. Accuracy is paramount. Analysing and interpretation of information. Ability to work under pressure and meet tight deadlines. Must be able to work independently and as a team. Good organisational and time management skills. Ability to coordinate and prioritize. Self-motivated. Ability to interface with client. Ability to develop and implement office management and record processes as well as procedures.

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**Enquiries:** Tshepiso Motlhabi (Recruitment & Selection), Tel. (011 564 1600)

Please forward your applications and CV (with three recent referees) to [tshepiso@usaasa.org.za](mailto:tshepiso@usaasa.org.za) or Fax to 0865711291 or hand deliver to Building 1, Thornhill Office Park, 94 Bekker Street, Vorna Valley, Midrand, 1685.

**Closing Date: 19 October 2016**

**Note:** Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, kindly regard your application as unsuccessful.