

INSETA ROLE PROFILE – Records Administrator

JOB IDENTIFICATION

1. JOB TITLE	Records Administrator
2. POST LEVEL	B band
3. DEPARTMENT	COO
4. REPORTING LINE	Line Managers
5. DIVISION	All INSETA Divisions
6. LOCATION / CENTRE	Parktown
7. CONTRACT TYPE	Twelve (12) months fixed term contract

PURPOSE OF THE JOB

The key purpose of this role is to scan and file all documents online to ensure digitisation and centralisation of all documents

Key Performance Areas	Outputs
Administration and recordkeeping 50%	<ul style="list-style-type: none"> • Scan and file all the documents electronically • Assist in the document keeping and archiving processes • Keep records of all the documents that are filed on records information spreadsheet • Liaise with relevant divisions to secure the outstanding documentation before filing the documents • Ensure required missing documents are submitted and processed accordingly • Record and file all documentation electronically and hard copies as required by the INSETA processes and procedures • Ensure that all the required documents are available and sorted accordingly before being filed. • Seek advise from divisional managers regarding the storing, archiving and destruction of documents
Records Administration and support 50%	<ul style="list-style-type: none"> • Maintain an electronic filing system. • Ensure that all documentations are labelled accurately within turnaround time, filed securely and confidentiality is maintained. • Ensure that all information is kept confidential and filed securely. • Responsible for the archiving processes after documents have been backed up electronically in the document warehouse

REQUIRED QUALIFICATIONS AND EXPERIENCE

Qualifications	Experience
<p>Minimum Requirement: • Grade 12 or equivalent is required plus any NQF5 tertiary administration/ project administration / business administration or related qualification.</p> <p>Preferred Requirement: NQF 6 qualification in Administration and Office Management</p>	<p>Minimum Requirement: A minimum of 2 years relevant experience in filing administration</p>

REQUIRED KNOWLEDGE AND SKILLS	
Knowledge Minimum Requirement: Knowledge and understanding of the electronic filing systems	Skills Minimum Requirement: Attention to detail, ability to work under pressure and meet deadline under challenging circumstances.

INFRASTRUCTURE REQUIRED	
Resources Provided	<ul style="list-style-type: none"> • Desktop Computer • Laptop Computer • Photocopier • Scanner

INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please forward your application letter supported by your CV and qualifications to vacancies@inseta.org.za with the position you are applying for clearly stated.

Closing date: 03 August 2021

INSETA reserves the right not to make an appointment.

No late applications will be accepted.