



City of Johannesburg
Johannesburg Development Agency

No 3 Helen Joseph Street
The Bus Factory
Newtown
Johannesburg, 2000

PO Box 61877
Marshalltown
2107

Tel +27(0) 11 688 7851 (O)
Fax +27(0) 11 688 7899/63
E-mail: info@jda.org.za

EXCITING AND CHALLENGING POSITION

www.jda.org.za
www.joburg.org.za

The JDA is an agency of the City of Johannesburg which stimulates and supports area-based economic development initiatives throughout the Johannesburg metropolitan area in support of Joburg 2040. As development manager of these initiatives, JDA coordinates and manages capital investment and other programmes involving both public and private sector stakeholders. The following position is available for an achievement-oriented individual with initiative and a commitment to give substance to this vision.

RECORDS MANAGEMENT OFFICER – C3 SALARY SCALE R483 875 – R725 813

Purpose of the position:

To manage the key performance areas and result indicators associated with maintaining effective document and records management practices through the provision of a professional records administration service encompassing the implementation of document control systems, archiving procedures, classification structures, and compliance-based information governance processes that support efficient information flow, accessibility, and preservation. The role further contributes to organizational decision-making, legal compliance, and safeguarding institutional memory through accurate maintenance, retrieval, and secure handling of both physical and electronic records.

Key Responsibilities:

Records and Archives Management - Manage and administer the organization's filing and archiving systems. • Maintain and update physical and electronic records monthly, ensuring complete accuracy, accessibility, and compliance with approved structures. • Retrieve documents on request and ensure a 100% retrieval rate within required turnaround times. • Conduct quarterly reviews of filing systems and ensure alignment with organizational requirements. • Maintain full compliance with records management standards, retention schedules, and approved taxonomies. **Employee Records Management** - Open, file, and maintain personal and confidential employee documents. • Ensure new employee files are created within prescribed timelines and updated monthly. • Ensure records reflect complete accuracy, confidentiality, and compliance with HR document standards. **Correspondence Administration** - Manage incoming and outgoing mail, ensuring proper classification, logging, and distribution. • Balance weekly correspondence spreadsheets and submit reports within required deadlines. • Complete all delegated tasks accurately and within stipulated timeframes. **Administrative Support and Reporting** - Provide administrative support to the Document Management Specialist, including generating reports, maintaining spreadsheets, and ensuring proper document flow. • Submit weekly balanced spreadsheets and ensure 100% completion of allocated tasks. **Policy & System Updates** - Review and update filing manuals annually. • Liaise with departments to ensure filing structures remain relevant and updated as new categories emerge. • Maintain both manual and electronic filing systems and document all changes accordingly. **Document Security** - Safeguard confidential and sensitive council documents by ensuring secure storage practices, zero document-loss incidents, and frequent audits. • Conduct weekly follow-ups on pending matters and achieve a minimum 90% resolution rate. **Workflow Management** - Track, mark, and monitor pending files weekly. • Maintain accurate logs and ensure 100% tracking of all pending documents.

Education and Experience:

- Grade 12 / Senior Certificate / NQF Level 4
- National Diploma in Administration
- Records Management Course
- Minimum of 3 years' relevant experience in record and document management
- Knowledge of document and electronic records management systems, retention schedules, metadata standards, indexing methods, and digitization processes.
- Understanding of information governance, confidentiality requirements, data protection legislation, and organizational document handling procedures.
- Proficiency in document management software and MS Office Suite; strong administrative, communication, and problem-solving skills.
- Professional registration with SASA or RMSA is advantageous.

Closing date: 12 Dec 2025

Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1ceo7-p2-T8KK62veFh27iAew554>

Building a better city

This is a permanent employment contract. JDA offers a market-related salary commensurate with qualifications and experience. Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.

Johannesburg Development Agency is an equal opportunity employer and position will be filled in line with its EE targets.
