

## THE EMPLOYER

The Cross-Border Road Transport Agency (C-BRTA) is a statutory authority, established in terms of Section 4 Act No. 4 of 1998 as amended, to regulate cross border road transport by providing an unsurpassed service through regulating cross border movements, facilitating resolution of constraints along the various transport corridors and borders as well as through effective law enforcement. Four key focus areas of the C-BRTA. (1) Facilitation; (2) Research & Advisory; (3) Regulatory Services and (4) Law Enforcement. The C-BRTA Offices is located at 350 Witch-Hazel Street, Eco Point Office Park, Block A, Eco Park, Centurion, Pretoria. For more information visit [www.cbrta.co.za](http://www.cbrta.co.za)

## JOB PURPOSE

To provide coordination services for the records unit and enable access to sources of information when needed.

## REQUIREMENTS

### Formal Qualifications:

Matric (Grade 12) / NQF Level 4 certification with training in records management or related discipline

### Experience:

One to two years work experience in records management.

## KEY PERFORMANCE AREAS

The successful candidate will be responsible for the following:

Creating and maintaining a records management system.  
Performing data entry tasks.  
Updating existing records.

- Maintaining company archives.
- Retrieving information from the filing system when requested.
- Maintaining up-to-date logs, including information about file changes or who has access.
- Scanning and uploading files to create digital copies of physical records.
- Processing and filing copies of incoming and outgoing physical correspondence.
- Conducting routine verification to ensure the integrity of the filing system

- Records management principles
- Knowledge in records and Information gathering and processing
- Project administration
- Basic understanding of National Archives Act, POPIA, PAJA, and PAIA and other relevant legislation
- Relevant and current best practices in records management and information management
- Analytical skills
- Organisational skills
- Planning

Submit detailed CV's including certified copies of qualifications and ID copy (certified copies must not be more than 3 months) to: Neo Zwane at [recruitment28@cbrta.co.za](mailto:recruitment28@cbrta.co.za) and please **quote the reference number.**

## COMPETENCY REQUIREMENTS

## BENEFITS:

Employer offers an all-inclusive remuneration package of R23,158.33 p.m.

**NB: This position will be filled in line with the Agency's Employment Equity targets. People with disabilities and blacks are encouraged to apply.**

**Closing Date: 25 November 2022**

### C-BRTA reserves the right not to appoint.

Short-listed candidates will be subjected to reference and background checks. Application received after the stipulated closing date and time will not be considered. Should you not hear from the C-BRTA within one month after the closing date, kindly consider that your application was unsuccessful.

"The C-BRTA is committed to employment practices that redress past imbalances in respect of race, gender, creed, and disability, and as such the relevant policies will be considered during selection and placement."

*The applicant at the level of Executive position, Senior Management position or any other position as determined by the C-BRTA will be subjected to competency assessments.*

In order to consider any application for employment, the Agency will have to process your personal information. The documents submitted will be solely used for recruitment purposes. The Protection of Personal Information Act, 4 of 2013 (POPIA) provides that when one processes another's personal information, such collection, retention, dissemination, and use of that person's personal information must be done in a lawful and transparent manner.

In order to give effect to this right, the Agency is under a duty to provide you with a number of details pertaining to the processing of your personal information. These details are housed under the **HR Processing Notice**, which can be accessed and viewed on the C-BRTA website: <https://www.cbrta.co.za/legal> which **HR Processing Notice** we request you kindly download and read.