

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

JOB PURPOSE

To provide services for, records and enable easy access to sources of information.

- Relevant and current best practices in records management, records management and information management.
- Records of relevant legislation.

REQUIREMENTS

Formal Qualifications:

- A NQF 6 qualification in records management or related discipline.

Experience:

- 3 years working experience in records management.

KEY PERFORMANCE AREAS

The successful candidate will be responsible for the following:

- Develop and maintain records, records, and archive system for the Agency in line with the National Archives Act.
- Implement records management strategy and policies.
- Maintain standards, best practices, or system usage procedures.
- Manage library and information centre.

COMPETENCY REQUIREMENTS

- Records management principles.
- Information centre management principles.
- Project management principles.
- General administration.

BENEFITS:

Employer offers an all-inclusive remuneration package of R41,258.33 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: 03 March 2023

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.