

Job Title:	Records Management Coordinator
Type of Position	Permanent
Reporting to	Human Capital Practitioner
Based:	Pretoria
Reference No:	HRREC021/24

Qualifications and Experience

Bachelor's degree in Records Management, Information Science, Library Science, Business Administration. Minimum of (4-5) years of experience in records or information management. Experience with electronic records management systems and archival processes is preferred. Certifications such as Certified Records Manager (CRM) or Information Governance Professional (IGP) will be an advantage.

NB. More information about this position is available on our website: www.namc.co.za under Careers.

Application Process

Please register your profile on the NAMC Talent Acquisition Portal under Careers and follow the instructions. Attach all the information required as prompted from the portal, i.e. CV, ID and Qualification copies. Do not use any NAMC email to apply for this position. Closing date: **26 January 2025**. If you have not been contacted within three months of the closing date, please note that your application was unsuccessful. People with disabilities, Indian, White or Coloureds are encouraged to apply. Short-listed candidates will be subjected to reference checks and qualification verification.

By applying for this position, you hereby acknowledge that you have read and accepted the following disclaimer as per the **Protection of Personal Information Act, Act 4 of 2013 (POPIA)**: and 'hereby consent for NAMC to process your personal information as part of the recruitment process', given that the NAMC shall take all reasonable measures to protect the personal information of applicants and for the purpose of this disclaimer "personal information" shall be defined as outlined in the POPIA.

For further enquiries, please call 012 341 1115. The NAMC reserves the right to withdraw, amend or not fill the position.