

## Job Specification & Recruiting Profile of Vacancy

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**23 January 2025**

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The following vacancy exists at NSFAS in Cape Town.

<b>Position</b>	Records and Document Management Officer	<b>Type &amp; Grade</b>	Permanent, C3
<b>Vacancy No</b>	49 of 2025/26	<b>Department &amp; Unit</b>	Company Secretary

### **POSITION OVERVIEW:**

To support the Company Secretary by managing Board and Committee administration, monitoring statutory compliance, coordinating declarations of interest, and assisting with policy reviews and regulatory submissions.

### **RESPONSIBILITIES:**

#### **Records and Archiving System Maintenance**

- Maintain governance and board-related records (physical and digital)
- Implement and enforce version control and document classification

## **POPIA and Confidentiality Compliance**

- Apply document access controls and data protection protocols
- Monitor access to confidential documents and escalate breaches

## **Document Management Process Improvement**

- Identify gaps in document flow or storage systems
- Support implementation of digital records tools

## **Board and Committee Document Coordination**

- Coordinate receipt and filing of all board packs, minutes, resolutions, and registers
- Archive governance documentation post-meetings

## **Legal and Audit File Support**

- Prepare indexed audit folders
- Ensure completeness of audit-related documentation for governance reviews

## **DESIRED SKILLS AND EXPERIENCE**

### **Minimum requirements:**

- Diploma or Degree in Records and Information Management, Library and Information Science, Archives and Documentation Studies, Public Administration (with a records management focus).
- Minimum of 2–3 years' experience in document or records management, preferably in a public entity, regulatory institution, or compliance-driven environment
- Knowledge of POPIA (Protection of Personal Information Act), PFMA recordkeeping requirements, file classification and version control principles.

- Proficiency in Microsoft Office Suite, especially Word, Excel, and Outlook
- Experience using SharePoint, document management systems, or enterprise governance portals
- Experience in drafting and minute-taking for action items
- Proven office management skills
- Experience in planning and budgeting

#### **Preferred**

- Experience in a Board secretariat, legal, or audit environment
- Exposure to AGSA audit file preparation and documentation retrieval
- Familiarity with digital signature platforms (e.g., Adobe Sign, DocuSign)
- Knowledge of records retention schedules, archiving, and destruction protocols in line with National Archives legislation
- Participation in governance or compliance training workshops

#### **Skills & Competencies**

- Attention to detail and document accuracy
- Experience in drafting and minute-taking for action items
- Proven office management skills
- Information organisation and retrieval skills
- Confidentiality and discretion in handling sensitive governance records
- Communications skills
- Time management and deadline-driven coordination
- Systematic and methodical approach to records handling
- Digital literacy and ability to adapt to new system

## REMUNERATION & BENEFITS

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Total Cost to Company per annum inclusive of all benefits and company contributions.

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### PLEASE NOTE:

**Closing date: 8 February 2026**

Interested applicants must complete and submit an **Employment Application Form** available on the NSFAS website. The form must be supported by a detailed Curriculum Vitae which includes amongst other things the vacancy name/position title you are responding to, copies of academic qualifications, Identity Document, and names of three contactable referees. Application must be sent via email address: **jobs@nsfas.org.za**.

The NSFAS does not consider late applications. The NSFAS talent acquisition team only corresponds with Shortlisted Candidates. Should you not hear from the NSFAS talent acquisition team within 2 months from the closing date, please consider your application unsuccessful.

**\*\* NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations \*\***

**“NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote presentively (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote presentively will receive preference. “ employment equity considerations \*\***

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