



# INFORMATION REGULATOR (SOUTH AFRICA)

Ensuring protection of your personal information  
and effective access to information

Johannesburg, 2017, South Africa,  
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*The Information Regulator (Regulator) is a juristic person established in terms of Section 39 of the Protection of Personal Information Act 4 of 2013 (POPIA) which enjoins the Regulator to be independent and impartial and to perform its functions and exercise its powers without fear, favour or prejudice. It is accountable to the National Assembly and has jurisdiction throughout the Republic of South Africa. The Regulator is responsible for the promotion and protection of the right to privacy as it relates to the protection of personal information and right of access to information. In this regard, it exercises its powers and performs its functions in accordance with POPIA and the Promotion of Access to Information Act 2 of 2000 as amended (PAIA). The Regulator consists of five (5) Members namely: the Chairperson and four (4) ordinary Members appointed by the President of the Republic of South Africa for a five (5) year term. The Chairperson and two (2) ordinary Members are appointed on a full-time and the other two (2) Members on a part-time basis. Section 47 of POPIA empowers the Regulator to establish its own administration to assist it in the performance of its functions. In this regard, the Regulator must appoint the Chief Executive Officer (CEO) and other staff members to assist it in the performance of its functions. The Head Office of the Regulator is situated in Braamfotein, Johannesburg. The Regulator is currently hereby inviting suitably qualified candidates whose appointment will promote equity and representivity to submit applications for the vacant positions listed below: People with disability are encouraged to apply. For detailed information please visit our website [www.infoeregulator.org.za](http://www.infoeregulator.org.za) vacancies.*

## **EXTERNAL /INTERNAL ADVERT**

**POSITION:** ADMINISTRATIVE OFFICER: RECORDS AND  
REGISTRY SERVICES

**DIVISION:** HUMAN RESOURCES MANAGEMENT AND  
ADMINISTRATION

**REFERENCE:** IR12/02/2025

**CENTRE:** HEAD OFFICE, BRAAMFONTEIN

**SALARY LEVEL:** SEVEN (7)

**SALARY:** R308 154,00 (Basic salary per annum and not  
negotiable)

The successful candidate will be required to sign a  
performance agreement annually.

## **REQUIREMENTS**

- Matric certificate plus a National Diploma in Archives and Records management and Library Science or equivalent relevant qualification at National Qualification Framework (NQF) level six (6) as recognised by South African Qualifications Authority (SAQA);

- Minimum of 2 years' experience working in Records and Registry Services environment.
- Knowledge of Act, Regulations, Policies and Procedures applicable in the Public Service and Private Sector; and
- Knowledge of National Archives and Records Service act, and all legislations that govern information in the Public Service
- Knowledge of management of records.

## **SKILLS AND COMPETENCIES REQUIRED**

Planning, organisation skills; Communication (verbal and written); Service orientation and customer relations; Computer literacy; Interpersonal; Conflict management; Report writing and presentation, ethics, risks, fraud prevention and control. Have a sense of responsibility and loyalty and ability to be initiative and creative.

## **KEY PERFORMANCE AREAS**

- Manage and provide day-to-day registry services;
- Handle the management of records and movement of files;
- Monitor the database for all the records for the office of the Regulator;
- Implement records management program for the maintenance, protection, retrieval and disposal of records;
- Register incoming and outgoing correspondences;
- Implement the approved file plan of the Regulator and maintain updates,
- Implement a sound records management programme in the Regulator;
- Implement an electronic documents records management system;
- Handle queries and requests received in the registry and records centre.
- Perform regular audits to ensure that procedures are followed.
- Manage and preserve records in various formats
- Promote and share records management services within the organisation through internal newsletters

**Applications for this position may be submitted by email at –**  
[Recruitment2@infoRegulator.org.za](mailto:Recruitment2@infoRegulator.org.za)

## IMPORTANT INSTRUCTIONS TO CANDIDATES

- All the above-mentioned positions are permanent and appointments will be done in terms of section 47 of the Protection of Personal Information Act 4 of 2013 (POPIA) as the enabling Act.
- **Applications *must* be submitted on new application for employment form. The new application form can be downloaded:**  
<https://info regulator.org.za/vacancies/>.
- Received application with an incorrect application form will not be considered.
- Attach completed new application form for employment and a detailed recent CV with two (2) contactable referees.
- Certified copies of qualifications that are not older than six (06) months and Identity Document or Passport document will be requested from the short-listed candidates only.
- **Ensure that the form is signed and dated before you submit your application. Please use your signature or valid e-signature and your name written in block/typed print.**
- Candidates are advised that Parts A, B, C and F are **compulsory**. Part D is **not compulsory** if you have information on the CV.
- Should a candidate be in possession of foreign qualification(s), such must be accompanied by an evaluation certificate obtained from the South African Qualifications Authority (SAQA) to confirm the appropriate National Qualifications Framework (NQF) Level.
- **Candidates must indicate their current Salary Notch on their CV, particularly on employment history.**
- Candidates who choose to email their applications should adhere to the following instructions:
  - ✓ Write the correct name of the position and reference number as the subject on the email.
  - ✓ Due to size requirements of our mailbox, applicants must zip their documents before submitting to the Regulator.
  - ✓ It is the responsibility of the applicant to ensure that his/her application is delivered in the correct mailbox of the Regulator.
  - ✓ The Regulator will not take responsibility for any email which was not delivered.
  - ✓ Applicants are advised to use the provided alternative ways of submitting their applications should they experience problems when submitting online.

- **Failure to comply with any of the above instructions will result in the application being disqualified.**
- **Applications received after the closing date will not be considered.**
- If an applicant wishes to withdraw an application, it must be done in writing.
- As part of the selection process, shortlisted candidates may be subjected to processes such as Security Screening, Reference Checks, Citizenship and Qualifications Verification.
- Successful candidates will serve probation for a period of twelve (12) months.
- Any successful candidate in one of the advertised positions will be required to enter an employment contract and also sign a Performance Agreement on an annual basis.
- It is the Regulator's intention to promote equity and representivity through the filling of these posts and to facilitate this process, an indication of important demographic information such as race, gender and type of disability, if any, is required.
- Due to high volume of applications anticipated, there will be no acknowledgement of applications and further communication will only be made with the shortlisted candidates.
- Candidates who do not comply with the instructions will be disqualified.
- Applicants who do not receive confirmation or feedback within three (3) months after the closing date must accept that their applications were unsuccessful.
- The Regulator reserves the right to withdraw any advertised position or not to appoint.
- ***Enquires related to the above posts may be directed to [Mmadibana@info regulator.org.za](mailto:Mmadibana@info regulator.org.za)***

**CLOSING DATE: 21 FEBRUARY 2025 (FRIDAY) at 16h00.**

**Applications may be submitted as follows:**

1. **By email as indicated on each position**

2. **Hand delivery:**

Place applications in the applicable box at the Security Area (Ground Floor)

JD House

27 Stiemens Street

Braamfontein, Johannesburg

2017

**3. Courier service:**

For attention: **Ms P Boshomane and Mr S Sithole**

**INFORMATION REGULATOR**

Human Resource Management

JD House

27 Stiemens Street

use, 3<sup>rd</sup> floor (Reception Area)

Braamfontein, Johannesburg

2017

**Disclaimer**

*The personal information submitted herein shall be solely used for processing your application for a job with the Information Regulator (Regulator) and/or subsequent appointment should your application be successful.*

*All the personal information submitted herein shall be used for the purpose stated above, as mandated by the Protection of Personal Information Act, 2013. By submitting your personal information, you agree that such information may be disclosed to the third party for verification of qualifications, reference checks and criminal checks. The Regulator undertakes to ensure that appropriate security control measures are implemented to protect all your personal information submitted.*