



Central University of
Technology, Free State

JOIN THE TEAM

Ubuntu

Integrity

Diversity

Innovation

Excellence

Deputy Director: Records Management (P6)



Bloemfontein Campus

REGISTRAR | Office of the Registrar | Ref 624



About the
position

Main purpose of the job

The main purpose of this job is to lead the institution's efforts to support and promote the strategic use of information and records in order to advance the overall mission and vision of the institution. To also ensure that CUT's records management system is compliant with legal requirements and regulations regarding the storage access and use of information.

Main tasks

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|---|--|
| 1. Leadership and strategic direction | 2. Governance and compliance oversight on records management and information security |
| 3. Providing quality, efficient, and effective records management function to the University. | 4. Capacity Building for staff members and Records Management Team |
| 5. Maintain records classification and record keeping systems | 6. Secure and safe records custody |
| 7. Systematic disposal programme | 8. Specific reinforcement for the electronic records management in support of the digital transformation |



About the
appointment

Nature of appointment	Permanent Support Services
Minimum salary scale (Total Cost to Company)	R 1 120 394 per annum (2024 Salary Scales to be determined)
<i>Note: CUT applies an internal parity model to determine remuneration that complies with the principle of "equal pay for work of equal value". Accordingly, the preferred candidate may expect an offer that is in line with their qualifications and years of similar experience. Please contact the Recruitment office for more information on the applicable salary scale.</i>	



What are we
looking for?

Minimum Qualification/ Knowledge and/or Experience	<ul style="list-style-type: none"> NQF level 8/ Honour's Degree Qualification in Information Management and/or Records Management or equivalent. 8 years management experience in the field of paper-based records-management and electronic records management and/ or Information Management, preferably in higher education or a large organization Understanding of South African Higher Education Policy framework and legislation e.g. Higher Education Act 101 of 1997
Desired Qualification, Knowledge and/or Experience	<ul style="list-style-type: none"> Masters Qualification (NQF 9) in Information Management and/or records management. 10 years' experience in the field of paper-based records-management and electronic records management, preferably in a higher education institution; Project management experience Change management experience Understanding of South African Higher Education Policy framework and legislation e.g. Higher Education Act 101 of 1997



Interested?

Job-Related Enquiries	Dr Sally Dzingwa ✉ sdzingwa@cut.ac.za
Remuneration, Benefits and Process Enquiries	Recruitment Office ✉ jobs@cut.ac.za

To find out more or to apply, visiting: [//cut-employee.simplify.hr/](https://cut-employee.simplify.hr/)
or www.cut.ac.za/careers

CLOSING DATE FOR APPLICATIONS – 26 April 2024

THINKING BEYOND