

Advertisement

Manager: Records and Document Management Services (RDMS)

The National Research Foundation (NRF) supports and promotes research and human capital development through funding, the provision of National Research Facilities and science outreach platforms and programmes to the broader community in all fields of science and technology, including natural science, engineering, social science and humanities.

The Knowledge Management Corporate Unit is a newly formed directorate with four functions: Records and Document Management Services, Library and Information Services, Data, Content and Curation Management and Scientometrics and Bibliometrics. The vacant position falls within the Records and Documents Management (RDM) function. The role of RDM is to facilitate and implement records and document management practices throughout the NRF, its National Facilities and Business units. More information on these can be accessed at <http://www.nrf.ac.za>.

Applications are invited for the position of **Manager: Records and Document Management Services (RDMS)**. The main purpose of the position is to ensure that sound and effective records and document management (RDM) services are rendered throughout the NRF's Business Units and the National Research Facilities and to institutionalise RDM as a shared service.

Key responsibilities will include:-

- Identify strategies to optimize, coordinate and profile Records and Document Management processes within the NRF's Business Units and National Research Facilities;
- Institutionalise the RDM processes throughout the organisation;
- Develop and implement policies and procedures for the Records and Document Services (RDM) and the Electronic Records and Document Management Systems (eRDMS) as a shared service.
- Monitor and evaluate information management practices for compliance;
- Develop, maintain and enhance appropriate RDM/eRDMS user services;
- Develop, maintain and implement the RDM/eRDMS;
- Facilitate and coordinate RDM/eRDMS training;
- Provide and facilitate training on the awareness of legislation on PAIA, NARS and POPI and the associated RDM policies;
- Oversee site inspections and perform quality assurance of access control, security of records and metadata descriptors;
- Ensure the implementation of retention and disposal schedules of the RDMS/eRDMS;
- Provide direction into the development of guidelines and policies for Records and Document Management;
- Provide direction for the RDM/eRDMS workflow;
- Provide proactive leadership with regard to RDM/eRDMS;
- Implement plans designed to facilitate effective and efficient handling of business records and other information;
- Submit progress reports and provide input into quarterly reports and annual KMC business plans;
- Manage the RDMS budget;
- Perform integrated performance management of team members;
- Assist with *ad hoc* projects related to RDM function.

Key Requirements are:-

- Master's degree in Information Science / Knowledge Management / Archival Science / Records and Document Management.
- Minimum of 10 (ten) years' experience in knowledge, records and document management support or similar work environments;
- At least 5 years' operational experience in an RDM management position;
- At least 5 years' experience in a management position where supervision of staff played a key role;
- Proven experience in leading cross-functional teams and project management experience.
- At least 5 years' operational experience in a Records and Documents Management environment and 2 years supervisory and
- Advanced knowledge of relevant standards, statutory and regulatory framework
Proven experience in the implementation of the File plan and electronic Records and Document Management Systems (eRDMS).
- Working knowledge of various formats of storage media, including paper, digital scanned images, disc, tape etc.
- Proven experience in the design, implementation and maintenance of corporate and or government File Plans and classification structures.
- Excellent knowledge of legal requirements (e.g. PAIA, NARS, etc.) relating to RDM.
- Proven experience in the design, implementation and management of the Records and Document Management processes;
- Practical knowledge of the PFMA, Treasury Regulations and other related prescripts;

- Financial management skills and experience in managing budgets.
- Effective organisational and planning skills.
- Strong communication and presentation skills.
- Ability to adapt business approaches to the RDM processes.
- Exceptional interpersonal skills.
- Leadership and team building skills
- Good understanding of project management principles.
- Good report writing skills.
- Advanced computer literacy with an understanding of relevant ICT platforms with strong eRDMS focus;
- Highly service orientated and innovative.
- Ability to liaise with other Business units and National Research Facilities on RDMS processes.
- Ability to travel.

Applicants should submit their detailed CV that includes names and contact details of their referees as well as covering letters stating reasons for applying. These should be either mailed or faxed to Ms. Tebogo Molefe; National Research Foundation, PO Box 2600, Pretoria, 0001; telefax 012 481 4008 or email nrfrecruitment@nrf.ac.za and must reach the Corporate Human Resources department no later than **2014**.