

## VACANCY

<b>Job title:</b>	Filing Clerk
<b>Type:</b>	Permanent <input type="checkbox"/> Fixed Term <input checked="" type="checkbox"/> Temporary <input type="checkbox"/>
<b>Main purpose of the job:</b>	To provide filing, general administrative and clerical support at the Ward 21 CRS.
<b>Location:</b>	22 Esselen Street, Hugh Solomon Building, Hillbrow.
<b>Closing date:</b>	30 January 2024
<b>Submit detailed CV to:</b>	<a href="mailto:Vacancy23@wrhi.ac.za">Vacancy23@wrhi.ac.za</a>
<b>Advert reference number:</b>	NQM002 - 2024
<p>In accordance with our Employment Equity goals and plan, preference will be given to suitable applicants from designated groups as defined in the Employment Equity Act 55 of 1998 and subsequent amendments thereto.</p>	

### Key performance areas

Retrieving relevant files for relevant projects.

Return files to the relevant storage facility once use is complete.

File in an organized manner – i.e. ensure that returned files are filed according to different studies filing system, (Adhere to the filing system of each study).

Assisting with set up of participant files.

Maintain inventory of files in data rooms, as well as access records.

Log the relevant information of collected files on the relevant Data tracking log and maintain log so that it is accurate and complete.

Track files i.e. ensure that files are not misplaced.

Upkeep and organizing of filing room so that files can be easily retrieved at any point of time.

Take ownership and accountability for tasks and demonstrates effective self-management.

Follow through to ensure that quality and productivity standards of own work are consistently and accurately maintained.

Maintain a positive attitude and respond openly to feedback.

Take ownership for driving own career development.

### Required minimum education and training

Grade 12.

### Required minimum work experience

Minimum 1 year experience in office administration.

### Desirable additional education, work experience and personal abilities

Exceptional organisational and administrative skills with attention to detail.

Able to maintain confidentiality, tact and professionalism at all times.

Self-motivated, able to work independently and work as part of a multidisciplinary team.

Should you be interested in applying for this vacancy, please send an email to [vacancy23@wrhi.ac.za](mailto:vacancy23@wrhi.ac.za). The subject heading of the email must read **NQM002-2024** and the job title of position applying for. Please include the following documentation:

- A cover letter (maximum one page) that clearly states which vacancy you are applying for
- A detailed CV