



VACANCY

REFERENCE NR : **ICT /EDD/2017-07**
JOB TITLE : **Electronic Document Delivery Specialist**
JOB LEVEL : **C5**
SALARY : **R 299,608 – R 499,347**
REPORT TO : **Senior Specialist: Printing**
DIVISION : **ICT Service Delivery**
Department : **Hosting Services & Printing**
LOCATION : **Centurion, Pretoria**
POSITION STATUS : **FIXED TERM CONTRACT – Two (2) Years (INTERNAL /EXTERNAL)**

Purpose of the job

To provide a comprehensive Electronic Document Delivery services to SITA Customers including management of the day-to-day service delivery, the production system, DR sites, initial contract & SLA management, customer qualification, customer contact for setup/installation and on-going maintenance, billing, customer training, and general administration as applicable in the course of duties.

Key Responsibility Areas

To provide a comprehensive Electronic Document Delivery services to SITA Customers, Collaborate with vendors and internal business units to troubleshoot and correct technical and/or service level issues, provide user support, To report and communicate job related information. Document composition, scheduling of EDD tasks, administration, problem solving, EDD setup and configuration, client liaison.

Qualifications and Experience

Minimum: Diploma/Bachelor's degree in any IT related qualification (NQF 5) OR Related Vendor/OSM/OEM certificate in Printing. **Additional Qualification requirements:** Programming background will be an advantage. **Experience:** 3-5 years EDD system configuration experience on relevant large enterprise electronic document delivery in corporate or public sector.

Technical Competencies Description

Knowledge of: Substantial knowledge of EDD related system software and tools; Large enterprise production hardware and software for EDD. Programming languages. **Skills:** Electronic document delivery system – able to do configuration setup of hardware and software ; Organisation and planning skills, Trouble shooting, problem investigation and resolution skills; Production scheduling in an EDD production AND printing environment.

Other Special Requirements

Valid driver's license; Successful candidates will from time to time be required to work overtime including weekends and statutory holidays; Perform standby duties.

How to apply

Kindly send your CV to lindi.recruitment@sita.co.za

Closing Date: 14 July 2017



Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.