



VACANCY

RE-ADVERTISEMENT

REFERENCE NR : C2/ADM/2016-11
JOB TITLE : Admin: Document Management X3
JOB LEVEL : C2
SALARY : R200 479.11 – R334 131.86
REPORTS TO : Specialist: Document Management
DIVISION : Service Delivery Operations
DEPT : Cluster 2 Infrastructure Services
LOCATION : Centurion
POSITION STATUS : Three Years Fixed Term Contract, (Internal /External)

Purpose of the job

To execute under supervision document management requirements in accordance with established SITA and client policies and procedures on allocated projects and services environments.

Key Responsibility Areas

Execute under supervision, development and maintenance of document; management, requirements, in accordance to processes and procedures. Ensure effective and efficient service delivery in accordance with SITA Policy framework. Research current trends and benchmark with document management. Implement Information Governance and honour the relevant Service Level Agreements by delivering effective customer service through timeous submissions. To ensure effective status accounting through accurate reporting of configuration deliverables on a monthly basis.

Qualifications and Experience

Minimum Requirements: 1-2 National Certificates in Document Management/configuration/ Archival Studies with Specialization in English and/ or equivalent (NQF level and Credits); A National Diploma in Document Management/Document Configuration/ Archival Studies will serve as an added advantage. **Experience:** 3-4 years' experience in document configuration management.

Technical Competencies Description

Knowledge of : Corporate and ICT Governance and Compliance; Policies and procedures; IT Quality Management Standards; IT Security and ICT Standards; Document Control; Government strategies, intergovernmental relationships and strategic outlook; ICT Business environment and landscape; State information Act; Company's act; King Code III; Copyright Act; Intellectual Property rights Act. **Expertise on:** Document writing and layout Language editing; Records management; Auditing; Minute taking and recording; Quality assurance; MS Office; Reports; Document control ; Risk management; Change Control. **Behavioural Competencies:** Visionary and Transformational Leadership; Stakeholder Management; Customer Relationship Management; Political astuteness; Initiative and Innovation; Business Acumen; Customer Service; People Management; negotiations and communications. **Skills:** Document writing and layout; Auditing; Minute taking and recording; Document control; Change Control Quality Management; Document configuration management; Risk management; Business document writing skills; Report writing skills; Organisation Transformation; Corporate Strategy, Planning and Policy Formulation; Information and Knowledge management; Records management; Stake holder management; Planning and organising.

How to apply

Kindly forward your CV to: lwandiso.recruitment@sita.co.za

Closing Date: 21 February 2018



Disclaimer

SITA is 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 people from the 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.
- Applications from Recruitment Agencies will not be accepted