



## VACANCY

<b>REFERENCE NR</b>	:	<b>VAC01220</b>
<b>JOB TITLE</b>	:	<b>Specialist Content Management</b>
<b>JOB LEVEL</b>	:	<b>C5</b>
<b>SALARY</b>	:	<b>R 455 638 – R 683 457</b>
<b>REPORT TO</b>	:	<b>Senior Manager: Knowledge Management</b>
<b>DIVISION</b>	:	<b>Corporate and Digital Strategy</b>
<b>DEPT</b>	:	<b>Research and Innovation -Knowledge Management</b>
<b>LOCATION</b>	:	<b>SITA Erasmuskloof</b>
<b>POSITION STATUS</b>	:	<b>Permanent (Internal &amp; External)</b>

### Purpose of the job

To implement the Knowledge management and Innovation strategy by supporting Enterprise Content Management (ECM) services and Information Management Services through Content Management Services (all formats including websites).

### Key Responsibility Areas

- Implement and support the Knowledge and Innovation Management Strategy aligned to the implementation plan to ensure the development and provision of physical and digital assets (web, mobile, tablets etc) through Content Management services.
- Support the Enterprise Content Management strategy to guide formalization of organisational information assets
- Implement Content Management
- Support and implement data management on different types of content
- Implement Information Governance and Compliance
- Participate in monitoring and evaluation of Content Management services
- Research current trends and benchmark Content Management services.
- Identify and apply relevant technologies relevant for the content management function

### Qualifications and Experience

**Minimum** B. degree in Library Science/Information Science /Information Studies/Information Systems at least NQF Level 6.

**Experience:** 3 - 5 years' experience in Information and Knowledge Management including digital / web content Management and records management environments.

### Technical Competencies Description

**Knowledge of:** HTML 5, Front Page (or equivalent); Web Page Graphic Design and layout; Government strategies, intergovernmental relations and strategic outlook; ICT Business Environment and Landscape; ICT Charter; Various and relevant legislations: State Information Technology Act, Company's Act, King Code III; Financial legislation: Public Finance Management Act (PFMA), Treasury Regulations, Tax Laws; ECT Act PAIA; POPI; NARS, Copyright Act,

Intellectual Property Rights Act; Digital Content Management; Web Content Management. Document and Records Management.

#### **Other Special Requirements**

N/A.

#### **How to apply**

Kindly forward your CV to: [Puleng.recruitment@sita.co.za](mailto:Puleng.recruitment@sita.co.za)

**Closing Date: 07 October 2021**

#### **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 applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.
- CV`s sent to incorrect email address will not be considered