



VACANCY

REFERENCE NR	:	VAC04812
JOB TITLE	:	Specialist: Document Management: QA
JOB LEVEL	:	C5
SALARY	:	R 250 750 - R 417 917
REPORT TO	:	Consultant: IFASS
DIVISION	:	ADM: IFASS
DEPT	:	ADM: IFASS: IJS
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal/External)

Purpose of the job

To manage and implement configuration management processes through effective and efficient document and records management services to SAPS as per the SLA.

Key Responsibility Areas

- Implement and support Configuration Management Strategy and align to the ITIL , ISO, COBIT Life Cycle stages to ensure effective implementation of operational processes;
- Support the Configuration , Documents and Records Management office;
- Facilitate document Management;
- Implement document configuration management to ensure process alignment and implementation in accordance with business requirements;
- Implement ECM master data;
- Implement Information Governance;
- Support the monitoring and evaluation of the function/service;
- Research current trends and benchmark Configuration, Documents and Records services

Qualifications and Experience

Minimum: 3 Year National Diploma or equivalent in Library Science or related field.

Experience: 3 – 5 years working experience in Configuration Management or Document and records anagement, with at least 3 Years as Specialist in Document Management and minute taking and related business processes and protocol.

Technical Competencies Description

Knowledge of: Government strategies, intergovernmental relations and strategic outlook ICT Business Environment and Landscape ICT Charter State Information Technology Act 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 NARS Copyright Act Intellectual Property Rights Act.

Other Special Requirements

N/A

How to apply

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

Closing Date: 10 February 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 applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV's from Recruitment Agencies will not be considered.