



## VACANCY

<b>REFERENCE NR</b>	<b>:</b>	<b>VAC02264</b>
<b>JOB TITLE</b>	<b>:</b>	<b>Specialist: Document Management: Config</b>
<b>JOB LEVEL</b>	<b>:</b>	<b>C5</b>
<b>SALARY</b>	<b>:</b>	<b>R 250 750- R 417 917</b>
<b>REPORT TO</b>	<b>:</b>	<b>Consultant: IFASS</b>
<b>DIVISION</b>	<b>:</b>	<b>ADM: IFASS</b>
<b>DEPT</b>	<b>:</b>	<b>ADM: IFASS: IJS</b>
<b>LOCATION</b>	<b>:</b>	<b>SITA Centurion</b>
<b>POSITION STATUS</b>	<b>:</b>	<b>Permanent (Internal &amp; External)</b>

### 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 management, 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:

### **Other Special Requirements**

N/A

### **How to apply**

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

**Closing Date: 26 March 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.