



## VACANCY

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|-----------------|---|---|
| REFERENCE NR    | : | VAC01079  |
| JOB TITLE       | : | Specialist Information and Knowledge Management |
| JOB LEVEL       | : | C5  |
| SALARY          | : | R 455 638 – R 683 457                           |
| REPORT TO       | : | Senior Manager: Knowledge Management            |
| DIVISION        | : | Corporate and Digital Strategy                  |
| DEPT            | : | Research and Innovation                         |
| LOCATION        | : | SITA Erasmuskloof                               |
| POSITION STATUS | : | Permanent (Internal & External)                 |

### Purpose of the job

To manage and implement Knowledge Management and Innovation strategy by developing services to facilitate information access, delivery, usage and sharing.

### Key Responsibility Areas

- Implement and support Knowledge and Innovation Management Strategy aligned to the operational plan to ensure access and delivery of Information and Knowledge Management (IKM) services.
- Implement identified IKM approaches to facilitate information services and knowledge harvesting
- Manage IKM in order to facilitate access retrieval, sharing and collaboration
- Support Information Governance and Compliance
- Develop Business Taxonomy/Glossary to ensure IKM standardized language used for SITA business
- Liaise with relevant internal and external networks/stakeholders.
- Provide reports for Information services and Knowledge Harvesting Services
- Research current trends and benchmark Information and Knowledge Management Services.
- Identify and apply relevant technologies to support the IKM function.

### Qualifications and Experience

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

**Experience:** 3 – 5 years working experience in Information and Knowledge Management.

### Technical Competencies Description

**Knowledge of:** Understand digital transformation and enabling tools; 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; Copyright Act; Intellectual Property Rights Law; PAIA; NARS.

**Skills:** Business Writing, General Administration, Information Management, Knowledge Management, Project/Programme Management.

Interpersonal/behavioural competencies: Active listening, Attention to Detail, Analytical thinking.

#### **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 applicants 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