



VACANCY

REFERENCE NR	:	VAC00435
JOB TITLE	:	Admin: Document Management
JOB LEVEL	:	C2
SALARY	:	R 286 639 – R 429 959
REPORT TO	:	Consultant IFASS
DIVISION	:	ADM
DEPT	:	ADM: IJS Cluster: IFASS
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (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 the 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; and
- To ensure effective status accounting through accurate reporting of configuration deliverables on a monthly basis.

Qualifications and Experience

Minimum: 1 - 2 years National Higher Certificate in Document Management/Configuration/ Archival Studies or equivalent at NQL Level 5

Experience: 2 – 3 years' experience in document management and minute writing.

Technical Competencies Description

Knowledge of: ECM/SharePoint and ITSM will be an added advantage.

Skills: Business Writing and General Administration. Interpersonal/ behavioural competencies: Attention to Detail, Analytical thinking, Continuous Learning, Disciplined Resilience.

Other Special Requirements

N/A.

How to apply

To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;

3. Log in using your username and password;
4. Click on "Employment & Labour;
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour;
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za OR call 080 1414 882

CV`s sent to the above email addresses will not be considered

Closing Date: 18 June 2024

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.