



VACANCY - 3065

REFERENCE NR	:	VAC00699/27
JOB TITLE	:	Admin: Document Management
JOB LEVEL	:	C2
SALARY	:	R 300 971– R 451 457
REPORT TO	:	Consultant: IFASS
DIVISION	:	Applications
DEPARTMENT	:	IFASS: IJS
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 as well as per the SAPS SLA.

Key Responsibility Area

- 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/SharePoint
- 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: 1 - 2 years National Higher Certificate in Document Management/ Configuration/ Archival Studies or equivalent at NQF level 5.

Experience: 2-3 years' working experience in Configuration, Document and records Management, with at least 3 Years minute taking.

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.

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: 07 August 2026

Disclaimer

SITA is an Employment Equity employer, and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted 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.
- 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a performance contract, assessment recommendation, 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.