



VACANCY

REFERENCE NR	:	VAC00362
JOB TITLE	:	Consultant: Configuration Management
JOB LEVEL	:	D1
SALARY	:	R 531 759 – R 797 639
REPORT TO	:	Senior Manager
DIVISION	:	ADM
DEPARTMENT	:	IFASS DOD
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

Ensure that the management of records is in accordance to record management principles to achieve efficient, transparent and accountable governance. Records can be physical to electronic records including web-site content, electronic mail, photographs etc.

Key Responsibility Area

Management of electronic records. To ensure the availability of a disaster recovery plan. To ensure the availability of approved record classification systems and the implementation and adherence to the classification. To ensure the availability of record control mechanisms and the implementation and adherence to these mechanisms. To ensure the availability of an approved and updated records management policy and procedures and the implementation and adherence to the policy.

Qualifications and Experience

Minimum: 3-Year National Diploma / Degree in Archives and Records Management/ Administration/ Office Management/ Configuration Management - at least NQF level 6 or a verified / certified alternative equivalent @ NQF Level 6.

Experience: 5 – 6 years practical experience in Records and Configuration management.

Technical Competencies Description

Knowledge of: ITIL. Management of records in governmental bodies. National Archives and Records Service of South Africa Act, 1996. Records Management Policy. National Archives and Records Service of South Africa Regulations. Managing electronic records in governmental bodies: Policy, principles and requirements Managing electronic records in governmental bodies: Metadata requirements. Computer literacy: Office Suite. Electronic document management tool. Taxonomies. Disposal and retention schedules. Disaster recovery procedures. Record management. Document management. Configuration management. Information management. Information security. Business process improvement. Project management. Quality management.

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 eRecruitmentSupport@sita.co.za

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

Closing Date: 04 August 2022

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. 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 the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard 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 the incorrect email addresses will not be considered