VACANCY - 1903

REFERENCE NR	:	**VAC00324/22 & VAC00650/25**
JOB TITLE	:	**Consultant Content Management - Knowledge Management X2**
JOB LEVEL	:	**D1**
SALARY	:	**R 558 347 – R 837 521**
REPORT TO	:	**Senior Manager Knowledge Management**
DIVISION	:	**Corporate and Digital Strategy**
DEPT	:	**Research and Innovation -Knowledge Management**
LOCATION	:	**SITA Erasmuskloof**
POSITION STATUS	:	**Permanent (Internal & External)**

Purpose of the job

To manage and ensure implementation of Knowledge management and innovation strategy by supporting Enterprise Content Management (ECM) services through document, records and content Management.

Key Responsibility Areas

- Implement and support the Knowledge and Innovation Management Strategy aligned to the Departmental Plan to ensure the development and provision of Enterprise Content Management services
- Support the Enterprise Content Management strategy to guide formalisation of organisational information assets
- Document and Records Management
- Implement ECM data management
- Implement Information Governance
- Monitoring and evaluation of the Content Management function/service
- Research current trends and benchmark Content Management services.

Qualifications and Experience

Minimum: B. degree in Library Science/Information Science/Information Systems /Diploma / Certificate in Archival Studies will be an advantage.

Experience: 5 – 6 years working experience in Information and Knowledge Management, with at least 3 years as a Manager/Specialist in a corporate/public sector organisation.

Technical Competencies Description

Knowledge of: 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 o ECT Act, PAIA o NARS o Copyright Act, Intellectual Property Rights Act, POPIA.

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: 24 September 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.