



VACANCY - 1902

REFERENCE NR	:	VAC00455/23
JOB TITLE	:	Consultant Language Services
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
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To manage and ensure the implementation of the Knowledge Management strategy by supporting Enterprise Content Management (ECM) services through the provision of linguistic services on SITA documents, records and other content managed in the digital era.

Key Responsibility Areas

- Manage and support Content Management services through language services/ linguistic focus.
- Manage Linguistic Services (Language Editing Services) to ensure process alignment and implementation in accordance with business requirements.
- Monitoring and evaluation of linguistic services
- Research current trends and benchmark linguistic services
- Implement Information Governance
- Develop content for the Knowledge Management function /purposes.

Qualifications and Experience

Minimum: Bachelor's degree in Linguistics, Language Practice/Technology,

Translation and Professional Writing or related. Certificate in Configuration Management would be advantageous

Experience: 5-6 years working experience in Linguistics, including experience 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, 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: 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.