



VACANCY - 3017

REFERENCE NR	:	VAC00585/27
JOB TITLE	:	Consultant Content Management - Knowledge Management
JOB LEVEL	:	D1
SALARY	:	R 558 347 – R 837 521
REPORT TO	:	Senior Manager Knowledge Management
DIVISION	:	Office of the CIO
DEPT	:	Knowledge Management
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To implement the Knowledge management and Innovation strategy by supporting Enterprise Content Management (ECM) services and Information Management Services through Content Management Services (all formats including websites).

Key Responsibility Areas

- Implement and support the Knowledge and Innovation Management Strategy aligned to the implementation plan to manage Content Management Services for the organisation
- Support the Enterprise Content Management strategy to guide and enable the formalization of organisational information assets
- Content Management
- Support and implement data management on different types of content
- Implement Information Governance and Compliance
- Monitoring and evaluation of Content Management Services
- Research current trends and benchmark Content Management Services.

Qualifications and Experience

Minimum Qualification: B. degree in Library Science/Information Science / Information Studies /Knowledge Management or B Com Information Systems.

Work 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: Microsoft SharePoint 0365, SharePoint online and on-Premises, API, AI tools (or equivalent); Web Page and Graphic design and layout; understanding 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; POPI; NARS, Copyright Act, Intellectual Property Rights Act; Digital Content Management; Web Content Management. Document and Records Management Personal Attributes Behaviours: Agility, Collaboration, Customer Centricity, Integrity, Innovation and Empathy.

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. Log in 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: 17 July 2026

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.
- 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 applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.