



VACANCY

REFERENCE NR	:	VAC01655/22
JOB TITLE	:	Language Editor Officer
JOB LEVEL	:	C4
SALARY	:	R 390 414 – R 585 621
REPORT TO	:	Consultant: IFASS and Specialist: Document Management
DIVISION	:	National Consulting Services
DEPT	:	Cluster Business Management
LOCATION	:	SITA Centurion
POSITION STATUS	:	2 Years Fixed term contract (Internal & External)

Purpose of the job

To manage and ensure the implementation of the Knowledge Management strategy by supporting South African Police Services (SAPS) services through the provision of linguistic services on SITA/SAPS documents and records.

Key Responsibility Areas

Implement and support the Enterprise Content Management services through Document Configuration management with a linguistic focus. Provide 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. Meetings support.

Qualifications and Experience

Minimum: 3-year Diploma / Degree in Linguistics, Language Practice/Technology, Translation and Professional Writing or related Certificate in Configuration Management/ NQF level 6. And Certificate in Business writing Skills.

Experience: 3 - 4 years working experience in Linguistics, document management including experience as a Specialist in a corporate/public sector organization.

Technical Competencies Description

Knowledge & Skills: 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 ISO 9000 series of standards. Application Maintenance and Support.

Interpersonal/behavioural competencies: Active listening, Attention to Detail, Analytical thinking, Continuous Learning, Disciplined, Resilience, Stress Management.

How to apply

1. To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;
2. Register using your ID and personal information;

3. Use received one-time pin to complete the registration;
4. Log in using your username and password;
5. Select Recruitment Jobs;
6. Select Recruitment Citizen to browse and apply for jobs;
7. Once logged in, click the Online Help tab for support if needed.

For queries/support contact the following people: Prudence.masola@sita.co.za, Masoko.Rallele@sita.co.za and Zanele.sompini@sita.co.za

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

Closing Date: 30 November 2021

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