



## VACANCY RE ADVERTISEMENT

REFERENCE NR	:	VAC00928
JOB TITLE	:	Specialist: Document Management
JOB LEVEL	:	C5
SALARY	:	R 455 638 - R 683 457
REPORT TO	:	Consultant: IFASS
DIVISION	:	ADM: Exec Apps Development & Maintain
DEPARTMENT	:	IFASS: IJS Cluster Systems
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

### Purpose of the job

To manage and implement configuration management processes through effective and efficient document and records management services to SAPS as per the SLA.

### Key Responsibility Area

- Implement and support Configuration Management Strategy and align to the ITIL, ISO, COBIT Life Cycle stages to ensure effective implementation of operational processes.
- Support the Configuration, Documents and Records Management office.
- Research current trends and benchmark Configuration, Documents and Records services.
- Implement document configuration management to ensure process alignment and implementation in accordance with business requirements.
- Support the monitoring and evaluation of the function/service.

### Qualifications and Experience

**Minimum:** 3 years National Diploma in Library Science/Records and Documents Management.

**Experience:** 3 - 5 years working experience in Configuration Management or Document and records Management, with at least 3 Years as Specialist in Document Management and minute taking and related business processes and protocol.

### Technical Competencies Description

**Knowledge of:** Government strategies, intergovernmental relations and strategic outlook ICT Business Environment and Landscape ICT Charter State Information Technology Act 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.

### Other Special Requirements

N/A

### How to apply

To apply please log onto the e-Government Portal: [www.eservices.gov.za](http://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](http://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](mailto:egovsupport@sita.co.za) OR call 080 1414 882

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

**Closing Date: 13 September 2023**

#### **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.