



#### VACANCY - 1905

REFERENCE NR	:	VAC00649/25
JOB TITLE	:	Specialist Information and Knowledge Management
JOB LEVEL	:	C5
SALARY	:	R 478 420 – R 717 630
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 implement Knowledge Management and Innovation strategy by developing services to facilitate information access, delivery, usage, sharing and collaboration in a digital era.

#### Key Responsibility Areas

- Implement and support Knowledge and Innovation Management Strategy aligned to the operational plan to ensure access and delivery of Information and Knowledge Management (IKM) services.
- Implement identified IKM approaches to facilitate information services and knowledge harvesting
- Support IKM in order to facilitate access retrieval, sharing and collaboration
- Support Information Governance and Compliance
- Develop Business Taxonomy/Glossary to ensure IKM standardized terms used for SITA business
- Liaise with relevant internal and external networks/stakeholders.
- Provide reports for Information services and Knowledge Harvesting Services
- Research current trends and benchmark Information and Knowledge Management Services.

#### Qualifications and Experience

**Minimum:** B. degree in Library Science/Information Science / Information Studies /Information Systems NQF Level 6.

**Experience:** 3 – 5 years working experience in Information and Knowledge Management.

#### Technical Competencies Description

**Knowledge of:** Understand digital transformation and enabling tools; 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; Copyright Act; Intellectual Property Rights Law; PAIA; POPIA, NARS.

#### 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: 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.