



VACANCY - 3066

REFERENCE NR	:	VAC00700/27
JOB TITLE	:	Specialist: Document Management
JOB LEVEL	:	C5
SALARY	:	R 478 420 - R 717 630
REPORT TO	:	Consultant: IFASS
DIVISION	:	Applications
DEPT	:	IFASS: IJS
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 Areas

- 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
- Facilitate document Management
- Implement document configuration management to ensure process alignment and implementation in accordance with business requirements
- Implement ECM master data
- Implement Information Governance
- Support the monitoring and evaluation of the function/service
- Research current trends and benchmark Configuration, Documents and Records services.

Qualifications and Experience

Minimum: 3 Year National Diploma / Degree in Library Science/ Document and Records 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.

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 080 1414 882

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

Closing Date: 07 August 2026

Disclaimer

SITA is an Employment Equity employer, and this position will be filled based on the 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 applicants` documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.