



VACANCY -2685

REFERENCE NR	:	VAC00989/26 & VAC00990/26
JOB TITLE	:	Technical Writer X2
JOB LEVEL	:	C5
SALARY	:	R 478 420 – R 717 630
REPORT TO	:	Lead Performance Management and Reporting
DIVISION	:	Application Development & Maintenance
DEPARTMENT	:	Planning and Organizing
LOCATION	:	SITA Centurion
POSITION STATUS	:	Permanent (Internal & External)

Purpose of the job

To consult with architecture, engineering and technical staff to prepare technical and design documentation for software solutions. Develop and promote the adoption of documentation templates for system, database, and program information. Responsible for deliverables of substantial scope and complexity.

Key Responsibility Areas

- Prepare, review, revise, and maintain technical specifications and design documents.
- Gather and analyze technical and product information from various sources to document new or changing product functionality.
- Work with internal teams to obtain an in-depth understanding of the product and the documentation requirements.
- Produce high-quality documentation that meets applicable standards and is appropriate for its intended audience.
- Maintain documentation and catalogues for internal and/or external use. Maintain a document library/repository.

Qualifications and Experience

Minimum: 3 Year National Diploma / Degree in Computer Science, Engineering / at least NQF level 6.

Experience: 3 - 5 years practical experience in technical writing. Ability to translate highly technical information into easily understandable information for customers; Creative skills and usage of photographs, drawings, diagrams, animation, and charts that increase users' Office; Critical thinker and problem-solving skills; Team player; Research skills; Good time-management skills; Great interpersonal and communication skills; Familiarity with the SDLC and software development.

Technical Competencies Description

N/A

Other Special Requirements

N/A

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 call 080 1414 882

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

Closing Date: 11 December 2025

Disclaimer

SITA is Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only.

- 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.
- 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 into with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be accepted.