



REFERENCE NR : VAC01448/21
144JOB TITLE : Admin: Document Management
JOB LEVEL : C2
SALARY : R 200,479 - R 334,132
REPORT TO : Document Management Officer
DIVISION : ADM: IMPL & FAS Services
Department : IFASS: IJS Cluster Systems
LOCATION : SITA Centurion
POSITION STATUS : Permanent (Internal only)

Purpose of the job

To execute under supervision document management requirements in accordance with established SITA and client policies and procedures on allocated projects and services environments.

Key Responsibility Areas

- Execute, under supervision the, development and maintenance of document management requirements in accordance to processes and procedures;
- Ensure effective and efficient service delivery in accordance with SITA Policy framework;
- Research current trends and benchmark with document management;
- Implement Information Governance and honour the relevant Service Level Agreements by delivering effective customer service through timeous submissions; and
- To ensure effective status accounting through accurate reporting of configuration deliverables on a monthly basis.

Qualifications and Experience

Minimum: 1 - 2 years National Higher Certificate in Document Management/Configuration/ Archival Studies or equivalent.

Experience: 3 years' experience in document management.

Technical Competencies Description

Knowledge of: Corporate and ICT Governance and Compliance; Programming Languages; Development, Implementation and Integration Methodologies, including Testing, Packaging and Release; IT Quality Management; ICT Procurement practices; IT Security and ICT Standards; COTS (Commercial of the Shelf) and OSS Products; Project Management; Application development, enhancement and maintenance practices.

Skills: Object Orientation; Agile and Waterfall Methodologies; Model Driven Architectures; Distributed Architectures/Service Orientated Architectures; Planning and Organising.

Other Special Requirements

N/A.

How to apply

Kindly send your CV to Lerato.recruitment@sita.co.za

Closing Date: 26 June 2020

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. 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 accepted