



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	SITA/20260709/3017
BPS Vacancy Number:	VAC00585/27
Job Title:	Consultant Content Management
Job Level:	D1
Vacancy Type:	Internal & External
Salary Range:	R558347.00 - R837521.00
Organisation Name:	State Information Technology Agency
Division:	Chief Information Officer
Department:	Knowledge Management
Employment Type:	Permanent
Location:	SITA Erasmuskloof
Number Of Openings:	1

#### Purpose of Job:

To implement the Knowledge management and Innovation strategy by supporting Enterprise Content Management (ECM) services and Information Management Services through Content Management Services (all formats including websites)

#### Responsibilities:

- Implement and support the Knowledge and Innovation Management Strategy aligned to the implementation plan to manage Content Management Services for the organisation
- Support the Enterprise Content Management strategy to guide and enable the formalization of organisational information assets
- Content Management
- Support and implement data management on different types of content
- Implement Information Governance and Compliance
- Monitoring and evaluation of Content Management Services
- Research current trends and benchmark Content Management Services.

#### Qualifications and Experience:

Minimum Qualification: B. degree in Library Science/Information Science / Information Studies /Knowledge Management or B Com Information Systems.

Work Experience: 5 – 6 years working experience in Information and Knowledge Management, with at least 3 years as a Manager/Specialist in a corporate/public sector organisation.

#### Knowledge:

Microsoft SharePoint 0365 , SharePoint online and on-Premise, API, AI tools (or equivalent); Web Page and Graphic design and layout; understanding of 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.

#### Technical Competencies

#### Interpersonal and Behavioural Competencies

#### Additional Requirements

N/A

#### How to apply

To apply please log onto the e-Government Portal: <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 <http://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) or Call: 0801414882

Closing Date : 17 Jul 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 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. 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 into with shortlisted candidates only. CV's from Recruitment Agencies will not be considered.

\*\*\*\*\*NB: EMAILED CV'S WILL NOT BE ACCEPTED\*\*\*\*\*