



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20260911/3125
BPS Vacancy Number:	VAC00700/27
Job Title:	Specialist: Document Management
Job Level:	C5
Vacancy Type:	Internal & External
Salary Range:	R455638.00 - R683457.00
Organisation Name:	State Information Technology Agency
Division:	Applications
Department:	IFASS: IJS Cluster Systems
Employment Type:	Permanent
Location:	SITA Centurion
Number Of Openings:	1

Purpose of Job:

To manage and implement configuration management processes through effective and efficient document and records management services to SAPS as per the SLA.

Responsibilities:

- 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.

Knowledge:

Government strategies, inter-governmental relations and strategic outlook; ICT Business Environment and Landscape; ICT Charter; State Information Technology Act; Various and relevant legislations: State Information Technology Act, Company Act; King Code III Financial legislation: Public Finance Management Act (PFMA), Treasury Regulations, Tax La, ECT Act, PAIA, NARS, Copyright Act, Intellectual Property Rights Act.

Technical Competencies

Knowledge Management

The systematic management of vital knowledge to create value for the organisation by capturing, sharing, developing and exploiting the collective knowledge of the organisation to improve performance, support decision making and mitigate risks. The development of a supportive and collaborative knowledge sharing culture to drive the successful adoption of technology solutions for knowledge management. Providing access to informal, tacit knowledge as well as formal, documented, explicit knowledge by facilitating internal and external collaboration and communications.

Interpersonal and Behavioural Competencies

Attention to Detail

The ability to ensure information is complete and accurate.

Analytical thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

Continuous Learning

The ability to constantly expand one's skill set.

Disciplined

Showing a controlled form of behaviour or way of working, diligently.

Resilience

The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.

Stress Management

The ability to keep functioning effectively when under pressure and maintain self control in the adversity.

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 or Call: 0801414882

Closing Date : 18 Sep 2026

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

- 1 If you do not hear from us within two months of the closing date, please regard your application as unsuccessful
- 2 Applications received after the closing date will not be considered Please clearly indicate the reference number of the position you are applying for
- 3 It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority SAQA
- 4 Only candidates who meet the requirements should apply
- 5 SITA reserves a right not to make an appointment
- 6 Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant's documents Qualifications, and reference checking
- 7 Correspondence will be entered to with shortlisted candidates only
- 8 CV's from Recruitment Agencies will not be considered
- 9 CV's sent to incorrect email address will not be considered

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