SITA

VACANCY ADVERTISEMENT

Reference Number:	SITA/20230509/886
BPS Vacancy Number:	VAC00867 (Re Advertisement)
Job Title:	Language Editor Officer
Job Level:	C4
Vacancy Type:	Internal & External
Salary Range:	R390414.00 - R585621.00
Organisation Name:	State Information Technology Agency
Division:	ADM: Exec Apps Development & Maintain
Department:	ADM: HOD IFASS
Employment Type:	Contract
Contract Duration:	36 -Months Fixed Term Contract
Location:	Centurion
Number Of Openings:	1

Purpose of Job:

To manage and ensure the implementation of the Knowledge Management strategy by supporting South African Police Services (SAPS) services through the provision of linguistic services on SITA/SAPS documents and records.

Responsibilities:

Implement and support the Enterprise Content Management services through Document Configuration management with a linguistic focus.

Provide Linguistic Services (Language Editing Services) to ensure process alignment and implementation in accordance with business requirements.

Monitoring and evaluation of linguistic services.

Research current trends and benchmark linguistic services.

Implement Information Governance.

Qualifications and Experience:

3 year Diploma   Degree in Linguistics, Language Practice Technology, Translation and Professional Writing or related Certificate in Configuration Management NQF level 6.

3 to 4 years working experience in Linguistics, document management including experience as a Specialist in a corporate/public sector organization.

Knowledge:

Government strategies, intergovernmental relations and strategic outlook ICT Business Environment and Landscape ICT Charter Various and relevant legislations State Information Technology Act Companys 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 ISO 9000 series of standards

Technical Competencies

Application Maintenance and Support

The provision of application maintenance and support services, either directly to users of the systems or to service delivery functions. Support typically includes investigation and resolution of issues and may also include performance monitoring. Issues may be resolved by providing advice or training to users, by devising corrections (permanent or temporary) for faults, making general or site-specific modifications, updating documentation, manipulating data, or defining enhancements Support often involves close collaboration with the system's developers and/or with colleagues specialising in different areas, such as Database administration or Network support.

Interpersonal and Behavioural Competencies
Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

Attention to Detail

The ability to ensures information is complete and accurate.

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   VAC00867 - Re advert

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 : 19 May 2023

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******