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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION **Specialist: Knowledge Hub**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER


- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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SPECIALIST: KNOWLEDGE HUB

Department: Officer of the City Manager
Branch: Group Strategy, Policy Coordination and Relations
Designation: Specialist: Knowledge Hub
Salary Range: R967, 109.56 – R1, 240, 185.82 (all-inclusive cost to company)
Location: 158 Civic Boulevard, Metropolitan Centre, Braamfontein

Minimum Requirements:

- A relevant tertiary qualification (NQF level 7) in Information Management / Information Technology or any knowledge management-related qualification is required;
- Certificate in SharePoint would be an added advantage;
- 6 – 8 years relevant experience in SharePoint administration, SharePoint design and structuring knowledge in a well-packaged manner;
- Knowledge of Windows operating systems as well as SQL server, Power BI, PowerShell and Office 365;
- Knowledge of SharePoint tools including workflows and SharePoint terms for tasks;
- Experience working within a large organisation in either the public or private sector will be advantageous;
- It is necessary that the successful applicant has the management of third-party (service providers experience through service level agreements (SLA));
- Knowledge of data analysis and evaluation, and the ability to translate data-accessible knowledge products for diverse audiences;
- Capacity to initiate or develop innovative solutions to often complex, multifaceted issues and problems;
- Principles and practices of project management;
- Principles and practices of administration and personnel management;
- Principles of supervision, training, and performance evaluation; and
- Maintain a strong professional and positive demeanor.

Primary Function:

To administer and manage the CoJ central knowledge repository, based on the SharePoint environment, as part of ensuring structure and systematic preservation of the City's institutional knowledge assets for re-use learning and sharing purposes. The function includes the assessment and implementation of new capabilities as well as ensuring easy user access to the main portal and sub-sites.

Key Performance Areas:

- Build and maintain the City's Knowledge hub;
- Conduct regular maintenance and system health checks;
- Provide technical support;
- Conduct business and trend analysis regarding knowledge management tools i.e SharePoint;



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- Manage and establish partnerships with identified external partners on key knowledge management programmes in support of the City's agenda;
- Identify the short to medium-term objectives of the department's expenditure through control measures; and
- Implement SLA communication strategies aimed at creating awareness and /or seeking acknowledgment.

Leading Competencies:

- Ability to work in partnership with senior officials and manage relationships with internal and external stakeholders.
- Ability to engage and support others to contribute to knowledge management framework processes and systems; and
- Ability to handle the demands of various personality types.

Core Competencies:

- Advanced computer literacy skills (Microsoft Office suite);
- Good communication skills (written and verbal);
- Good presentation and facilitation skills;
- Stakeholder engagement and strategic planning skills; and
- Negotiation skills.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/1fy7bFsNRSUmcODxD5DnOMgew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za



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ENQUIRIES ONLY:

Contact Person: Sirelda de Klerk

Tel No: 011 407 7723

CLOSING DATE: TUESDAY, 23 JANUARY 2024

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation.