



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATION** : **Centre Pretoria , Umzimvubu:** Please forward your applications quoting the reference number to: The Department of Water and Sanitation, Private Bag X 350, Pretoria, 0001 or hand deliver at the Continental Building, cnr Visagie and Bosman, Continental Building. **For attention:** Ms Cindy Mazibuko
- CLOSING DATE** : **18 NOVEMBER 2016 TIME: 16H00**
- POST** : **DEPUTY DIRECTOR: KNOWLEDGE ARCHIVING AND COMMUNICATION**
REF: 181116/25

Knowledge Management
- CENTRE** : Pretoria
- SALARY** : R 612 822 per annum (All inclusive package) level 11
- REQUIREMENTS** : Degree or National Diploma in Library/Information Management/Knowledge Management/Business Management. Three (3) – five (5) years relevant experience in Knowledge Management/Business Management/Library Information Management. Knowledge in information Systems. Knowledge of business and management principles. Sound knowledge of research. Knowledge of experience in policy formation. Knowledge of business writing and case study development. Knowledge of experience in Project and Programme Management. Knowledge of Water Sector legislation.
- DUTIES** : The incumbent will ensure the establishment and development of mechanisms and processes that will ensure knowledge generation, knowledge transfer and knowledge re-use in the water and sanitation sector. Develop and implement KM Communications, Marketing and Change Management Plan. Communicate and execute KM Strategy and other KM related projects and programs Work with internal and external stakeholders to develop information and knowledge products, and develop and administer technologies for easy access to knowledge and information. Ensure data analysis and transform it into information, package and share across the sector. Identify key knowledge to be developed into tacit knowledge videos and audios. Develop and implement data and information management strategy for the water and sanitation sector. Apply meta data and data integrity for all information and knowledge products. Help entrench and institutionalise KM plans, processes, procedures and all related plans
- ENQUIRIES** : Ms D Segole 012 336 7703