



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** : **25 NOVEMBER 2016 TIME: 16H00**
- POST** : **DEPUTY DIRECTOR: KNOWLEDGE, CONTENT AND INFORMATION MANAGEMENT REF: 181116/28**
- SALARY** : R 612 822 per annum (All inclusive package) level 11
- CENTRE** : Pretoria
- REQUIREMENTS** : Degree or Diploma in Knowledge Management/Business Management/Library Science and Information Science. Three (3) to five (5) years relevant experience in Knowledge Management/ Business Management/Library Science and Information Science. Information Systems. Knowledge of business and management principles. 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 be responsible for the development of KM policy, which includes content, information management guidelines and intellectual property. Identify, package, information (including indigenous and historic knowledge) for wider distribution in the sector. Uncover information and knowledge gate keepers (information/walk in centres, library, harvest, create smart content for each. Work with relevant stakeholders to develop information architecture plans and related KM tools and systems. Develop knowledge dissemination strategy and assess impact. Establish various platforms for knowledge transfer/sharing in the water and sanitation sector. Rekindle and establish relations, collaborations and develop KM partnership plans and knowledge exchange with all stakeholders. The establishment and capacity building of knowledge management forums. Ensure centralisation of information and adherence to set standards and procedures.
- ENQUIRIES** : Ms D Segole Tel, 012 336 7703