

## Advisor: Knowledge and Records Management

A vacancy exists for Advisor: Knowledge and Records Management in the Information Systems and Technology department. Reporting to the Specialist Information Systems and Technology, the successful candidate will be responsible for managing the information or 'knowledge' base of the company. Ensuring that the Company complies with the National Archives requirements at RUL. Leverage best practices of synthesizing, organizing and disseminating knowledge or data records. Controlling the entire life cycle of documents and records, from creation, to maintenance, retention, use and eventual disposal. Ensuring good and accurate records keeping and best records management practices are aligned to RUL Records Management Policy and Data Protection Policy. Controlling documents and system access rights and revisions to ensure security and integrity of documents, configure document management system features, such as user interfaces, access profiles, and document workflow procedures.

### Key performance areas

- Maintaining and complying with RUL HSE policies and procedures;
- Ensuring proper housekeeping of archives;
- Ensuring the implementation of archival standards and applicable filing systems;
- Ensuring adherence to the National Archives regulations, RUL's Records Management Policy, and Data Protection Policy;
- Outlining long term document management and storage strategy;
- Reviewing ISO 9001 document control guidelines and implementing rules applicable to Rössing document management policy;
- Maintaining filing systems of hardcopy records and documents at Archives;
- Providing technical leadership in implementing knowledge management strategy, standards, and processes within the company;
- Responsible for Sharepoint Electronic document management System administration by guiding the departmental Administrators to define the library access structure and user groups;
- Designing, managing, and reporting a dashboard that tracks and reports on knowledge management metrics and non-compliance with document management policy and standards;
- Conducting an appraisal by determining the value of the records;

### Minimum qualifications

- Grade 12 certificate with a recognized Bachelor or -BTech Degree on (NQF Level 7/8) in Business administration, library management, or record management; **OR**
- A recognized 3-year National Diploma on (NQF Level 6) in business administration, library management, or record management;

- For a candidate with a **bachelor's degree** - A minimum of 5 years post qualification cross discipline working experience. Experience in knowledge management, and document management in a business environment, with exposure in corporate business administration and information management, is essential;
- For a candidate with a **National Diploma** - A minimum of seven (7) years post qualification cross discipline working experience. Experience in knowledge management, and document management in a business environment, with exposure in corporate business administration and information management, is essential
- Microsoft Sharepoint Administration certificate is an advantage;
- A valid Code B driver's Licence.

### Required skills

- Achieving Zero Harm Culture;
- Ability to prioritize in a multiple discipline environment;
- Strong need for neatness and order;
- Good time management and prioritization skills
- Good English writing skills are required for drafting documentation and reports;
- Report development skills;
- Excellent facilitation and organisational skills;

### To apply

- Go to <https://rossing.job.skillsmapafrica.com/>
- First time applicants select "new user" and register, then apply
- Registered users' login and apply

**Preference is given to candidates from designated groups in line with Company policy on employment equity.**

**Application closing date – 27 May 2022**