

KNOWLEDGE MANAGEMENT: SPECIALIST

Salary: R 885 864,14 per annum plus benefits

Please Note: This is a fixed term position until 31 March 2030

The Public Service Sector Education and Training Authority, needs to employ a suitably qualified Specialist Knowledge Management. The successful applicant will be based in PSETA offices in Hillcrest, Pretoria.

Job profile:

To provide specialised services of effectively creating, application, sharing and managing the Knowledge and Information of PSETA.

Duties and responsibilities:

Coordinating Knowledge and Information

- Co-develops and provides ongoing support to the Manager regarding the implementation of the PSETA Information Knowledge Management strategy and promote across the enterprise.
- Drives the implementation of the change management plan to promote KM principles and encourage knowledge sharing culture throughout the organisation.
- Drives the execution of the KM implementation plan to preserve the Organisation's intellectual capital and knowledge assets.
- Provides a strategic review on the further development of the Knowledge Management systems and practices.
- Communicates, provides support and guidance regarding Knowledge Management principles, strategic goals and objectives to stakeholders, to ensure sound understanding and successful implementation.
- Implements strategic initiatives identified for the centre to ensure delivery within the stipulated timeframes and budget allocated.
- Develops and implements Knowledge Management policies and procedures.
- Contributes to the development of the Organisation's Knowledge Management principles and drive the implementation thereof.

- Continuously collaborates to innovate to improve Organisation's Knowledge Management processes.
- Implements the balance score card (BSC) initiatives within the Corporate Service Division.
- Compiles the quarterly and annual reports on Knowledge Management implementation.

Knowledge Management Architecture

- Drives the mapping and implementation of organisation's Knowledge Management architecture.
- Drives the coordination of Knowledge Management governance structures.
- Provides Knowledge Management support and launches new knowledge-based products and services in collaboration with ICT.
- Continuously monitors and evaluates the effectiveness of Knowledge Management processes, tools and systems as well as possible ways of improvement.
- Liaises and interacts with both internal and external stakeholders to identify and evaluate performance barriers and success, resolves challenges and make recommendations to continuously improve KM products.
- Facilitates seamless exchange of information across systems and implementation of groupware to support collaboration.
- Contributes to research initiatives and benchmarking of best practices on current frameworks, systems, processes, topics relevant to the organisation.
- Identifies electronic Knowledge Management systems (websites, collaboration platforms, etc.) and implements strategies for managing knowledge stored in those systems.
- Implements and maintains frameworks, tools / systems, processes for the implementation of the KM principles.
- Manages the implementation of technologies and software tools that provide greater collaboration between stakeholders (internally and externally).
- Facilitates additional support to staff members in relation to capturing and usage of knowledge assets.

Governance

- Monitors the operation of controls and procedures in order to ensure the integrity of PSETA.
- Identifies and monitors departmental risks.

- Develop and maintain a risk register, as well as a system to monitor the dispositions of results communicated to management.
- Implement action plans to address internal and external audit findings, continuously monitor progress against these plans.
- Ensures compliance with Section 51 of the PFMA to prevent fruitless, wasteful and irregular expenditure.
- Ensures compliance with all relevant regulations and policy frameworks.

Stakeholder Management

- Establishes and maintains effective working relationships through collaboration with stakeholders and relevant interests.
- Represents PSETA in meetings with stakeholders.
- Identifies and solves problems creatively whilst demonstrating a high level of integrity in line with PSETA core values.
- Provides advice and guidance to Management on internal stakeholder related matters.
- Manages relationships in accordance with policies, procedures and legal requirements.
- Implements and monitors the stakeholder management system.

Finance Management

- Contributes to the budget preparation process.
- Ensures the effective, efficient, economical and transparent use of financial and other resources.
- Monitors expenditure against budget and ensures spending occurs within budgetary limits and PSETA financial guidelines, report deviations to direct Manager.
- Explores opportunities to reduce costs.

Requirements:

- Bachelor's degree in Information Sciences / Knowledge Management or related fields
(NQF 7)

- Bachelor's Hons degree in Information Sciences / Knowledge Management or related fields (NQF 8) will be advantageous;
- Up to 7 years relevant experience in Knowledge Management or similar fields;
- Driver's License (Code B)
- Strategic Thinking
- Strategic Planning
- Management and Supervision
- Time Management
- Teamwork
- Interpersonal Relations and Skills
- Decision Making
- Creativity/Innovation
- Conflict Management
- Adaptability/Flexibility

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation to the Human Capital Management Department via e-mail to recruitment@pseta.org.za

PLEASE NOTE: Closing Date: 05 November 2025

Enquiries: Mr Carleb Nxumalo - **Call: 012 423 5700**

Please note that this is an employment equity position. All applicants are considered, however, preference will be given to people living with disability and Designated groups (Youth, Women and People with disabilities). In line with PSETA EE Plan.

PSETA is a listed public entity, and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**