### **A. JOB INFORMATION SUMMARY**

**JOB TITLE :** Assistant Director: Knowledge Management

**PERSAL COMPONENT CODE : 970044**

**POST NUMBER :** 4

**CURRENT JOBHOLDER** **:** Consolation Matu Lichaba

# **CORE** **:** Management Support Personnel SR9

**POST LEVEL/SALARY RANGE : S**L 9

**REMUNERATION :** Basic Salary

Home Owners Allowance

Medical Aid Scheme

13Th Cheque

Pension

**LOCATION :** Metlife Towers, Kimberley

**COMPONENT :** Communications and Knowledge Management

**REPORTS TO :** Deputy Director: Communications and Knowledge   
 Management

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| --- | --- |
| JOB EVALUATED | JOB DESCRIPTION REVIEWED |
| DATE OF EVALUATION: \_\_\_\_\_\_\_\_\_\_\_\_\_  JOB ANALYST: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  EQUATE ID NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | DATE REVIEWED: 2025  REVIEWED BY: LA Diteme  CM Lichaba  APPROVED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  FILE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE FOR NEXT REVIEW: (60 Months) |

## B. JOB PURPOSE

* To facilitate and coordinate knowledge management services within the department

**C. DIMENSIONS**

* See approved organizational structure

**D. KEY RESPONSIBILITIES**

1. **Facilitate the implementation of knowledge management activities within the department**

* Provide inputs and implement the Knowledge Management Audit Plan.
* Provide inputs, review and implement the Knowledge Management Strategy and Implementation Plan.
* Provide inputs, review and implement the Knowledge Management Policy.
* Conduct the Knowledge Management Maturity Assessment in line with the DPSA maturity assessment tool.
* Facilitate the implementation of the determination and directive and submit quarterly reports to DPSA.
* Participate at the National and Provincial KM forum.

1. **Facilitate the identification, creation, sharing and storing of knowledge in the department**

* Identify knowledge that is required and where it resides, including its classification.
* Identify systems that will enable storing, enhance sharing and application of knowledge within the department.
* Establish a knowledge management database that will cater for knowledge management processes.
* Provide inputs and maintain of an interactive knowledge management repository.
* Effective marketing of the repository and its services to NCPT officials.

1. **Establish knowledge sharing and dissemination platforms**

* Establish knowledge management committee and terms of reference.
* Identify experts for knowledge harvesting.
* Define methods of harvesting knowledge (COP, learning networks, etc)
* Harvest, record and document captured knowledge.

1. **Facilitate awareness of knowledge management in the department**

* Develop posters and pamphlets for all knowledge management related activities.
* Schedule knowledge creation and harvesting sessions.
* Provide training on KM tools and technologies.
* Enable collaboration and sharing of knowledge through various learning networks.

**E. COMMUNICATION AND WORKING RELATIONS**

* Co-workers
* National and Provincial Offices
* Private Sectors, e,g. Knowledge Management South Africa

**F. WORKING CONDITIONS**

* Post holder will be required to work overtime and travelling if necessary.

**G. MATERIAL AND EQUIPMENT USED**

* Laptop, Cell phone, Camcorder, Recording Device, Teleprompter, 2-person podcast audio equipment.

**H. COMPETENCY PROFILE**

|  |  |  |
| --- | --- | --- |
| **COMPETENCIES** | **ESSENTIAL** | **DESIRABLE** |
| **EDUCATION AND TRAINING** | * NQF 6/7 in Information Systems/ Information Technology/ Knowledge Management/ Records Management/Data Management | Post grad: Knowledge Management |
| **RELEVANT EXPERIENCE** | * 2 years’ experience Information Systems/Knowledge Management/Information Technology/Data Management/Records Management |  |
| **KNOWLEDGE** | * Knowledge of government legislation and prescripts * Government Communications and Information Systems. * Web based repository * Data Management * Records Management * Interview skills * PFMA * MFMA * Government Prescripts * POPI Act * MISS * DPSA Knowledge Management Framework * Change Management |  |
| **SKILLS** | * Communication (verbal and written) * Data analytics * Writing * Planning and organizational * Computer literacy * Interpersonal * Problem solving * Decision making |  |
| **VALUES/ATTITUDES** | * Integrity * Excellence * Professionalism * Agility * Accountability * Ethics * Communication |  |

**I. CAREER PATH POSSIBILITIES**

**1. Information on next higher post**

**1.1 Next higher post:** Deputy Director: Communications and Knowledge Management

**1.2 Nature of work in higher post:** See job description of Deputy Director: Communications and Knowledge Management

**2 Progression to next salary range (if relevant)**

* Post promotion

**J. PERFORMANCE AGREEMENT**

The Performance Agreement of the incumbent, which contains a work plan and specific target, should be read as an extension of this job description.

**K. JOB DESCRIPTION AGREEMENT**

**AGREEMENT**

The job description has been discussed with me and I understand the content thereof.

Name: ……………………………………… Name:…………………………….……

Job holder Supervisor

Signature: ……………………………… Signature: ………………….…………

Date: …………………………………….. Date: ……………………….….……..