

Internal/External Advertisement

COMPANY: Pelchem (SOC) Ltd
DEPARTMENT: Corporate and Regulatory Affairs
VACANCY: **Information Management Officer**
STATUS: Contract position (4 months)
SALARY BAND: C1G
REF NO: **EC15443**



Be part of Pelchem, the sole fluorochemicals manufacturer and supplier in the Southern Hemisphere.

Dynamic changes in the industry combined with an increasing portfolio and the need to enhance the South African fluorochemicals sector has necessitated Pelchem to embark on expansion and growth trajectory.

Job Profile:

To establish and maintain an effective Information Management system in Pelchem, including back up file server, intranet site, document and distribution, as well as information security.

Key Performance Areas

- Establish document Management Philosophy, policy and procedures;
- Registration and revision control of Pelchem controlled documents;
- Registration and record control;
- Managing the Pelchem internal server;
- Arrange training of selected staff in use of the DOCMAN system;
- Publishing and distribution of documents according to classification ;
- Ensure back-up of documents are done ,either by hard copy or soft copy;
- Check compliance to document management procedures and
- Keeping of records as per regulatory and other requirements.
- Managing and ensure proper archive system.
- Participate in third party, internal and supplier audits as required; and
- Manage the control of documents of external origin.

Job Requirements

- Advanced computer literacy in MS office & Windows.
- Literacy in DOCMAN software.
- Literacy in share point software.
- Policy and procedures implementation.
- Punctual and accurate execution of time based tasks.

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- Must be able to network with customers.
- Proper planning skills.
- Full understanding of the method and accuracy necessity of filing.
- The ability to communicate effectively and efficiently at all levels in the organization.

Qualifications and Experience:

- Tertiary qualification (Diploma/Certificate) in Knowledge /Information Management.
- Minimum of 3 years' experience in Information Management.
- Background in IT will be added as advantage.
- Knowledge & experience in working on SharePoint will be added advantage.

Closing date: **25 July 2018.**

CONTACT PERSON

Ms. Khanyisa Maluleke

Tel: 012 305 4708

Building: Beva E3/E4

Room: 325K (Third floor)

Please forward your updated CV with certified copies of your educational qualifications to Khanyisa.maluleke@pelchem.co.za

CVs from recruitment agencies will not be considered.

GENERAL:

The appointment of a candidate is subject to the outcome of medical and security checks. The suitable candidate will be selected with the intention of promoting diversity and achieving EE targets as contemplated in the relevant Pelchem Employment Equity Plan.

Pelchem is a member of the Necsa Group.

Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.