



Position Title: Information Records Manager

Fixed Term Contract: 1 year

SASRIA SOC LIMITED

Sasria, a state-owned company, is the only short-term insurer in South Africa that provides affordable voluntary cover against special risks such as civil commotion, public disorder, strikes, riots and terrorism to any individual, business, government or corporate entity that has assets in South Africa.

Sasria has a dual mandate – legislative mandate that directs our day-to-day business operations, and a broader strategic mandate, like any other business in South Africa, to make a positive contribution to transforming our industry and our country, in order to make our country a better place for all her people.

Vision

Special risk covered.

Mission

To provide special risk solutions for stability in South Africa.

Core Values:

The following values underpin Sasria's pursuit of its stated vision and mission:

- **Fairness** - we will treat all our stakeholders impartially and with respect, recognising our accountability to them;
- **Ethics** - we will conduct ourselves in a manner that is transparent and ethical: courageously doing what is right, honouring our commitments and communicating honestly;
- **Service Excellence** – in the performance of our work, we will consistently apply our knowledge, experience and best efforts to deliver a relevant and professional service of an exceptional standard;
- **Collaboration** - we will engage with our stakeholders, assuming positive intent, respecting diversity and working together to create uniformly positive outcomes.
- **Innovation** – we will apply thought and creativity to the application of new solutions to our and our customers' needs and requirements.

Sasria is committed to diversifying its staff profile in terms of its transformation agenda and encourages candidates from previously disadvantaged backgrounds to apply. Sasria will respond to short listed candidates. Candidates who have not been contacted within 4 weeks of the closing date can assume that their application has been unsuccessful.



ROLE DESCRIPTION

Job summary statement/purpose

To support the implementation and integration of an Information Management Program by organizing the corporate documents and establishing the standards and controls to reliably archive and retrieve records as well as ensure compliance with external audits and related legislative frameworks.

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

1. Strategic Information Management

- Define processes by organizing the corporate documents
- Identify the most appropriate records management resources
- Establishing the standards and controls to reliably archive and retrieve records as well as ensure compliance with external audits and related legislative frameworks.
- Standardise information sources throughout the organisation
- Advise on new records management policies, providing a framework to guide staff in the management of their records and use of the employer's records system
- Provide access to accurate records for a range of operational and strategic purposes and ensure that legal obligations are met.
- Conducting the gap analysis
- Assist in Data Governance and information security policy

2. Documentation Development & Maintenance

- Acquire datasets, organise and disseminate, and provide content management search services.
- Capturing, distribution, use, storing, protection and disposing of the organisations information.
- Train and supervise records staff.
- Manage the changeover process

3. Project Management

- Develop a strategic project management plan
- Develop and implement a change management plan.
- Identify risks by defining risk strategies and developing a risk management plan
- Monitor the status of all identified risks by identifying any new risks and taking corrective actions



4. Perform ad hoc tasks

- Perform any reasonable tasks as and when required by the Line Manager

5. QUALIFICATIONS and EXPERIENCE:

Minimum requirements:

- Matric & Tertiary qualification (degree/diploma) in Computer Science, Information Systems or related degree
- 3-5 years' experience in records management

Ideal and advantage:

- Business qualification

Knowledge

- Telecommunications.
- Knowledge of circuit boards, processors, chips and electronic equipment.
- Knowledge of business and management principles involved in strategic planning.
- Knowledge of data base legislation

Competencies

- Analysing Information
- Interpreting Data
- Continuous improvement
- Managing relationships
- Developing people
- Driving results

Demographics

A South African citizen of any gender, preference will be given to an EE candidate

Location of the role

The role will be located in Illovo, Johannesburg

CLOSING DATE:

15 August 2019

EMAIL CV TO:

careers@sasria.co.za