RECORDS MANAGEMENT SYSTEMS ANALYST
(Payclass 10)

Systems Division

Information & Communication Technology Services

Are you dynamic, motivated and passionate about delivering high-quality content architecture and records management systems-based support, analysis and enhancements to your customers? Apply your communication, content architecture, systems analysis, administration, development, governance, and software support skills and experience in the Content Architecture team of the Systems Division. The team is responsible for providing content development and analysis (including administrative systems online help and forms), quality assurance, business- and process analysis; metadata management; training and governance services; and administration, support and enhancement of three of the University's content services systems. The team is focused on ensuring that UCT derives value from its content services systems while optimising user experience and content architecture to facilitate findability, compliance and governance. This role works closely with super users to provide second and third level support to the records management functions, and identifies, analyses, develops and delivers support for new business requirements and new opportunities in the Perceptive Content software.

Responsibilities include:
• Providing support to super users of the UCT records management system, Perceptive Content • Liaising with users to identify, design, configure, document, test and deliver new or revised functionality • Identifying potential improvements to system-based support using the delivered products • Ensuring quality and usability in UCT's systems through systems integration and usability testing • Contributing towards systems development leadership and engaging in problem solving through research • Participating in and/or managing projects with broader impact • Providing content analysis for records management content services projects.

Requirements for this position:

Minimum qualifications:
A relevant tertiary qualification at NQF level 7, or NQF level 6 with additional relevant experience (see below).

Minimum experience:
For a suitably qualified candidate at NQF level - years of proven, relevant, progressive and current industry experience in business and/or systems analysis experience required:
For NQF 7 candidate - at least three years; and for NQF 6 candidate - at least five years.
Experience must include (three or more years, depending on qualifications):

- Demonstrated experience working as a system analyst on a records/document management system, such as Perceptive Content (including business process modelling and developing business and technical documents)
- Developing, configuring and, where necessary, integrating records management solutions
- User support services in IT support environment
- System testing and usability analysis
- Information management, records management, information architecture or librarianship

Skills and knowledge:
Technical and other skills required: • Systems analysis; high proficiency in Perceptive Content or similar records management software; • Content analysis/information Architecture skills • Training, interviewing and researching skills • Excellent English verbal and written communication skills • Proficiency in Microsoft Office and process mapping tools • HTML, CSS, XML and JavaScript skills

Advantageous:
Interactive eForms • ERP or administrative systems • University environments • Software training

The total annual remuneration package, including benefits, for 2023 is between R580 137 to R682 513, depending on experience and qualifications.

Hybrid work arrangements can be negotiated.

An application which does not comply with the following requirements will be regarded as incomplete and not considered.

To apply, familiarize yourself with our website at www.icts.uct.ac.za, then e-mail the following documents in a **single PDF file** to: icts-jobs@uct.ac.za

- UCT Application Form (download at http://forms.uct.ac.za/hr201.doc)
- Cover letter explicitly outlining how you meet the minimum requirements for the position**.**
- Curriculum Vitae (CV)

Only short-listed candidates will be contacted and may be required to undergo competency assessments.

Telephone:	021 650 3012	**Website:**	www.icts.uct.ac.za
Reference number:	E24124	**Closing date:**	12 February 2024

"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf. "

UCT reserves the right not to appoint.