

DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT

- APPLICATIONS** : Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
- CLOSING DATE** : 17 April 2023
- NOTE** : Applications must be submitted on a New signed Z83 form obtainable from any Public Service Department accompanied by a recent detailed Curriculum Vitae to be considered. Shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The National Department of Forestry, Fisheries and the Environment is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from underrepresented designated groups in terms of the Department's equity plan. Persons with disabilities are encouraged to apply. Correspondence will be limited to successful candidates only. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit worthiness; Previous employment (reference checks); and Qualification verification. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make an appointment. If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.

OTHER POST

- POST 11/43** : **DEPUTY DIRECTOR: ELECTRONIC DOCUMENT MANAGEMENT SYSTEM REF NO: CMS12/2023**
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum, (all inclusive remuneration package)
: Pretoria
: National Diploma on NQF 6 / Degree in Information Technology or equivalent qualification within the related field. A minimum of 3-5 years' experience in IT of which three (3) of them should be at entry managerial level (Assistant Director Level or equivalent). Sound knowledge of Content Management systems and processes. ICT management legislative frameworks. Understanding of livelink administration. Project and knowledge management. Ability to develop / implement policies and guidelines. Enterprise Architecture. Reliable and innovative. Strong communication, interpersonal relation, planning, decision making and liaison skills. Training and administrative skills. Ability to work under pressure and long hours.
- DUTIES** : Manage all content on the Departmental Electronic Document Management System, including the design and management of Workflows for the Department. Design and management of Workflows and Forms for the Department. Analyse Departmental Business Processes. Design the workflow using the Livelink Map Painter. Test the workflow according to the specification. Facilitate workshops with relevant users. Develop EDMS policies and implement the workflow in production. Manage all modules on the EDMS system. Identify system inconsistencies and corrective measures. Manage and monitor the content of the system. Maintain a consistent look and feel throughout the EDMS web interface. Ensure all application content is updated. Manage the EDMS Helpdesk. Resolve all the Helpdesk escalated calls. Review the performance of the Helpdesk Team. Empower the Helpdesk through training on newly implemented processes. Track and manage currently executing workflows as per user request. Ensure Effective Planning and Reporting of the EDMS system. Generate monthly reports on user training sessions conducted. Generate monthly reports on EDMS compliance. Implement new initiatives on improved system functionality. Manage and update training manuals to include current functionality. Ensure training environment is available and up to date. EDMS Training for all SMS members. Training of all SMS members. Creation of workflow maps. Creation of folder structure.

ENQUIRIES

: Ms N Dlamini Tel No: (012) 399 8725