Assistant Director: Knowledge and Information Management (EP17/2019)

Salary: R376 596 per annum (Total package of R532 814 per annum/conditions apply)

Centres: Pretoria

Requirements:

- An appropriate diploma/degree in Information Science, Information Technology or Knowledge Management.
- Relevant experience in knowledge and information management practices, electronic document management, change management and report writing.
- Ability to gather, analyse and present information.
- Ability to interpret and implement strategies, directives and related prescripts in knowledge and information management.
- Financial Management skills and knowledge of PFMA and Treasury Regulations.
- Computer literacy, planning and organising skills, writing and verbal communication skills and good interpersonal skills.
- Ability to work independently and under pressure.
- Must be in possession of a valid code driver’s license and be willing to travel extensively.

Duties:

- Implement effective knowledge and information management services in all offices of the branch. Support the development and implementation of strategies, tools and guidelines.
- Promote and monitor the use of knowledge and information management tools and assets.
- Maintain solutions that promote knowledge sharing and platforms that assist in informed decision making.
- Maintain knowledge bases, webpages and the electronic document management system and ensure controlled access and security to sensitive information and documents.
- Ensure compliance to guidelines and procedures and liaise with internal and external stakeholders to promote the culture of organisational learning, innovation and collaboration.
• Implement change management initiatives to create a conducive environment for knowledge sharing, retention and contribution to the organisational intellectual capital.

• Evaluate the value of knowledge management initiatives and produce reports and research briefings related to knowledge and information activities and projects. Provide functional support for quality reporting for the branch.

Enquiries: Ms M Sekhukhune, Tel: 012 399 9728
For attention: Human Resource Management.
Closing date: 17 December 2019.

• All applications must be submitted on a signed Z83 application form (click bold underlined text to download PDF form) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License (if required) in order to be considered.

• Applications must be forwarded to the Director-General, Department of Environment Forestry and Fisheries, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.

• The National Department of Environmental Forestry and fisheries is an equal opportunity, affirmative action employer.

• It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). 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.

• Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.

• Following the interview and the technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessments.

• Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.

• All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.

• The Department reserves the right not to make an appointment.

• No e-mailed, faxed or late applications will be considered.

• If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.