



Deputy Director: System Support and Training (EP10/2016)

Salary R726 276 (An all-inclusive remuneration package)

Centre: Pretoria

Requirements:

- An appropriate 3 year qualification in Information Technology or equivalent relevant;
- Extensive relevant experience and knowledge in Information Technology and Information Technology project management which includes: Web-based Application and Systems Support, Help Desk Management, Reporting and Information Management and Project Management;
- Demonstrate considerable working knowledge and understanding of the broad technology, systems, hardware and software associated with Information Technology Project Management Systems, managing large-scale information technology projects, project management methodology;
- Ability to recognize a wide range of intricate problems, use reasoning and logic to determine accurate causes, and apply principles and practices to determine, evaluation, integrate, and implement practical and thorough solutions in an effective and timely manner, ability to interpret and present information and ideas clearly and accurately in writing, verbally and by preparation of reports and other materials;
- Expert level of computer competency is essential. Proven track of Systems Support and Training;
- Reporting and Report Development and database administration will be an added advantage;
- The successful candidate must have the following skills: Leadership, management, strategic, analytical, conceptual, problem solving, process design and communication;
- The Candidate must possess experience in junior management level and must be backed by sound numerical and analytical acumen; proven communication (written and verbal) skills, interpersonal and problem solving skills; human resources and financial management;
- The applicant should also have the ability to work under pressure and must meet deadlines and must possess;
- A valid driver's license as it will be required of him/her to travel from time to time.

Duties:

- The successful candidate will perform the following tasks: Manage the operation of Programme Management System's Help Desk;
- Manage the provision of support and training to internal and external system users;
- Develop and extract standard, management and special reports for the Chief Directorate;
- Manage system databases; Identify and Compile proposed system improvements for the client.

Enquiries: Ms M. Skosana, tel: (012) 399 9708

For Attention: Ms M. van Schalkwyk

Closing date: 05 December 2016

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- All applications must be submitted on a **Z83 application form** (*click bold underlined text to download PDF form*) accompanied by certified copies of qualifications, identity document (ID) as well as a comprehensive curriculum vitae (CV) in order to be considered.
 - The National Department of Environmental Affairs 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.
 - People with Disabilities are encouraged to apply
 - 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 subject to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment.
 - Relaxation of qualification requirements may be considered for non-OSD posts.
 - **Applications must be forwarded to:** The Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.