



Senior Database Clerk (Ref: EP9007/2016)

Salary R171 069 per annum (Total package of R264 744 per annum, conditions apply)

Centre: Gauteng

Requirements:

- National Senior Certificate (Grade 12) with relevant Data Capturing experience;
- Proven above average proficiency in MS Office and Windows;
- Advanced Computer Skills and good numeracy Skills; Systematic and meticulous approach to Data Capturing;
- An ability to work under pressure and meet deadlines;
- Ability to work under minimal supervision, Use own initiative and perform multiple tasks;
- Willingness to develop a comprehensive understanding and knowledge of field operations; Good communication (written and verbal) and interpersonal skills;
- Knowledge of WIMS, FIMS and EFP NRM systems will be added advantage.

Duties:

- Provide support to the Control GIS Technician by capturing all non-spatial data for projects managed by the Natural Resource Management Programmes (NRM) regional offices;
- Regularly maintain and update non-spatial Database. Verification of Data for consistency, completeness and accuracy. Proactively identify discrepancies in documents;
- Electronic and hard copy filing of relevant documentation and records systematically. General administrative support functions.

Enquiries: Mr Isaiah Moyo, tel: 021 441 2734

Attention: Human Resource Management

Closing date: 28 November 2016

- 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:** Director-General, Department of Environmental Affairs, Private Bag X4390, Cape Town, 8000. OR Hand deliver to Department of Environmental Affairs, 14 Loop Street, Cape Town