



Deputy Director: EDMS System Administrator (CMS07/2025)

Salary: R849 702 per annum (all-inclusive remuneration package)

Centre(s): Pretoria

Requirements:

Degree/National Diploma (NQF6) in Information Technology or relevant qualification in the related field. A minimum of three (3) years' experience in the related field of which three (3) years should be at an entry/junior managerial level (Assistant Director level or equivalent). Sound knowledge of Enterprise Content Management (ECM) or Enterprise Information Management (EIM) systems and processes. Knowledge of ICT management legislative frameworks and Directives. Working knowledge of OpenText Livelink or other Enterprise Content Management technology administration. Project and knowledge management. Ability to develop / implement policies and guidelines. Working knowledge of the main elements of Enterprise Architecture. Strong communication, interpersonal relations, planning, decision making and liaison skills. Training and administrative skills. Ability to work under pressure and long hours. Willingness to travel.

Duties:

Maintain and support the Department's Electronic Document Management System, specifically focusing on the maintenance and optimization of the OpenText Content Server (Livelink) environment including the configuration, installation, patching and updating of the servers for the Department's EDMS. Implement custom SQL queries, scripts, and stored procedures to enhance Content Server functionality. Monitor system performance, troubleshoot issues, optimize SQL database queries for efficiency, and maintain database health. Collaborate with business stakeholders to gather requirements and implement document management and workflow solutions. Provide technical support and user training to ensure efficient utilization of OpenText Content Server. Ensure data security and compliance with regulatory requirements, including records management. Implement and manage robust backup and restore procedures to safeguard critical data. Document system configurations, policies, procedures, and best practices. Participate in disaster recovery planning and execute recovery procedures as needed. 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. Analyze Departmental Business Processes. Design the workflow using the Livelink Map Painter. Test the workflow according to the specification. Facilitate workshops with relevant users. Develop and review EDMS policies and implement the workflow in production. Manage all modules on the EDMS system. Identify system inconsistencies and implement 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 management of workflows on 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 the development, training and disaster recovery environments are available and up to date.

Applications: CMS07-2025@dffe.gov.za

Enquiries: Ms N Dlamini
Tel: 012 399 8725

Attention: Human Resource Management

Closing date: 24 February 2025

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- **ALL APPLICATIONS MUST BE SUBMITTED ON** a signed **new Z83 application form** (*click bold underlined text to download PDF form*) obtainable from any public service department accompanied by a recent detailed curriculum vitae only, 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.
 - **APPLICATIONS MAY BE FORWARDED TO:** The 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.
 - Or **can be emailed** to the respective email address quoting the reference number on the subject email.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
 - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the 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.
 - **ENTRY LEVEL REQUIREMENTS FOR SENIOR MANAGEMENT SERVICE (SMS) POSTS:**
 - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG) prior to appointment. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - Furthermore, shortlisted candidates must provide proof of successful completion of the course.
 - All candidates shortlisted for the posts 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.
 - The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment.
 - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.