

GreenCape Job Opportunity

Information Systems (IS) Manager

About GreenCape

GreenCape is a non-profit organisation that supports the development of the green economy – one that is low carbon, resource-efficient and socially inclusive. We assist green technology businesses and investors focusing on green technologies and services to remove barriers to investment and growth.

Our ambition

GreenCape's five-year strategy aims to be globally relevant in driving the uptake of green economy infrastructure solutions in the developing world context. As such, GreenCape is expecting to double in size in the next five years. For more details on GreenCape, visit www.greencape.co.za

Job details

As the Information Systems (IS) Manager, you will play a crucial role in ensuring the smooth operation and continuous improvement of our information systems, website/s backend (WordPress) and IT infrastructure. Your primary responsibility will be to oversee and augment these environments, ensuring they are well-integrated, secure, and performing at their best. You will work with cross-functional teams to gather requirements, implement solutions, and provide ongoing support for these systems, also developing data engineering solutions for custom organisational data communication and information management requirements.

| Job title | Information Systems (IS) Manager |
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| Qualification / Education | <ul style="list-style-type: none"> Postgraduate degree preferred (or graduate degree and relevant work experience) in Information Systems, Computer Science, or a related field. Master's degree is a plus. |
| Knowledge and experience | <ul style="list-style-type: none"> 5 years' relevant experience in optimising business processes through specifying and implementing IT based systems. IT hardware and infrastructure management. Must possess a thorough knowledge of networks, systems, mainframes, personal computers, IT hardware, infrastructure support, data management and security. Proven experience in Zoho apps (Zoho Analytics, Projects, Creator, Expenses, CRM, Campaigns), Google, Microsoft Office, WordPress, Xero, Zoom, Adobe, Integromat. |
| Competencies and skills | <ul style="list-style-type: none"> Excellent decision-making abilities. Ability to oversee multiple projects simultaneously. |

GreenCape Sector Development Agency

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Company Registration No. 2012/039750/08

Refer to the GreenCape website for director details

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| | <ul style="list-style-type: none"> ● Proficiency in speaking with persons from various commercial and technical backgrounds. ● Excellent practical knowledge of MIS tools, programmes, and ideas like ERP, CRM, ERP, etc. ● Outstanding leadership and time management abilities. ● Excellent diagnostic abilities and meticulous attention to detail. ● Flexibility and the willingness to contribute to other organisational needs when required. ● Possess a valid SA drivers' licence. ● Ability to self-manage, multi-task and to prioritise. ● Innovative and driven. ● Able to identify opportunity, envision change, work with internal teams to specify it and implement or manage the implementation either yourself or through coordinating a number of (internal and external) people with potentially different expertise. |
| Remuneration | Market-related salary and contribution towards medical benefits |
| Location | Cape Town, with a willingness to travel |
| Term | End date: 31 March 2025 (with the intention of renewal) |

Core tasks and responsibilities

| Focus area | Description of duties |
|-----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information systems optimization | <ul style="list-style-type: none"> ● Continuously assess and optimize our systems to improve efficiency and productivity. Must have an eye for spotting opportunities to increase organisational efficiencies and a passion to find a way to do so. ● Collaborate with various departments to understand their technology needs and implement tailored solutions. ● Administer and customize the CRM system to meet the organization's needs, including user training and support. ● Keep abreast of emerging technologies and recommend innovative solutions to enhance our systems. |
| IT infrastructure management | <ul style="list-style-type: none"> ● Oversee and manage service providers supporting on Zoho, Google, and Microsoft Office environments, ensuring data integrity and system stability. ● Manage and maintain the organisation's various WordPress websites, ensuring it is up-to-date, secure, and optimized for performance / coordinate service providers contracted to support. |

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| | <ul style="list-style-type: none"> • Troubleshoot and resolve technical issues promptly, providing exceptional support to end-users. • Implement data security measures and maintain compliance with relevant regulations and industry standards. • Train and support staff in using technology tools effectively. • Ensuring the privacy of all stakeholders, employees and company records. • Ensuring the effective completion of all system objectives and working with service providers to coordinate and establish relevant support systems. • Supporting staff with troubleshooting IT related challenges on a day-to-day basis (personal, meeting room set-ups etc) |
| <p>Data engineering for decision-making and strategic communication</p> | <ul style="list-style-type: none"> • Developing data engineering solutions for specific data sets (e.g. developing solutions for the collection and communication of GreenCape impact data i.e. jobs & investment in the green economy). • To support the efficient running of the organisation by providing information on data at various levels so that management decisions can be made accurately and timeously. • Advise on the use of AI to support decision-making. |

In addition to the specific role, the candidate will also be required to work with the rest of GreenCape's team and contribute their knowledge and experience to other relevant projects.

The following will be an advantage:

- In addition to English, fluency in isiXhosa or isiZulu or Afrikaans.
- Relevant certifications (e.g., Zoho Certified Professional, Google Workspace Administrator, Microsoft Certified: Azure Administrator, WordPress Certified Professional, CRM system certifications) are advantageous.
- Experience in the development and implementation of digital marketing strategies.

Contract length and remuneration

This is either a full-time or part-time contract position (depending on the candidate), until **31 March 2025**. This contract may be renewed to a longer duration subject to GreenCape's standard contracting conditions. Contract renewal will depend on performance and the organizational requirements at the time. There will be a three-month probation period for this position

Remuneration will be market-related, with the recognition that GreenCape is a not-for-profit organisation. Medical aid is offered as an employee benefit (subject to conditions).

Application details

Applications must include:

- A well-written letter of motivation indicating what motivates the candidate to apply for the role:
 - What the candidate feels he/she brings to the role that would make him/her a preferred candidate;
 - An indication of current salary and salary expectations;
 - An indication of when the candidate would be available to commence work;
 - Please also note how the candidate became aware of the job opportunity.
- A detailed CV
- Copies of academic transcripts
- Proof of eligibility to work in South Africa (copy of SA ID or work permit)
- **All applicants must complete the GreenCape online application form. You can complete the application form by accessing this <https://forms.gle/89Az4VWdemWMvpip8>**
(The link can also be copied and pasted into your browser.)

Queries can be submitted via email to Human Resources at jobs@green-cape.co.za.

Only candidates who are shortlisted for interviews will be contacted. The closing date for applications is **5 May 2024**.

Note that GreenCape reserves the right to not appoint to positions or to change the role in response to applicant abilities and interests. Preference will be given to designated groups and people with disabilities. All appointments will be done factoring in our Employment Equity Plan.

