

MANAGER: INFORMATION, COMMUNICATIONS AND TECHNOLOGY (ICT): CORPORATE SERVICES DIVISION

PURPOSE OF THE JOB

The ICT Manager, under the guidance of the Executive Manager for Corporate Services, will be required to provide effective and secure ICT services to the entire organisation by developing and implementing an overarching ICT strategy aligned to the organisation's Strategic Plan.

KEY RESPONSIBILITIES

People Management

- Manage staff performance by embracing organisational values to ensure effective and productive performance
- Guide, coach and develop staff by adhering to relevant policies and procedures
- Plan, organize, lead, and control subordinate's activities to ensure that objectives are met

Project Management

- Ensure that projects are delivered on-time, within scope and budget
- Manage the relationship with client and all stakeholders
- Establish and maintain relationships with third parties/vendors
- Report and maintain project documentation

Governance & Statutory Compliance

- Formulate and implement TASEZ's ICT strategy aligned to the overall organisational strategy
- Formulate and implement TASEZ's ICT policies and procedures
- Manage and ensure compliance with adopted ICT governance frameworks
- Develop policies and procedures
- Ensure policy alignment with regulatory framework
- Implement and monitor compliance with ICT policies and procedures.
- Management of contracts

Ensure Reliable & Efficient ICT Infrastructure

- Formulate and implement the organisational ICT infrastructure and technology architecture
- Improve organisational performance and competence through technological and system enhancements
- Manage a customer service platform to meet TASEZ's ICT requirements
- Manage suppliers' contracts and ensure that the organization gets value for money
- Participate in and drive contract/SLA negotiations for ICT services, equipment, and systems

Identify Future ICT Business Requirements

- Manage the organisational technology roadmap
- Keep abreast with latest technological innovations
- Review and evaluate the current state of the organisation technology and requirements
- Assess and anticipate technology projects and recommend appropriate actions and resources

ICT Business Continuity

- Manage ICT business continuity plan
- Maintain ICT disaster recovery plan and procedure for the organisation
- Maintain ICT security standards
- Maintain the backup system
- Manage off-site backup storage

Budget Management & Risk Controls

- Manage finance, risk & compliance
- ICT Budget preparation and monitoring
- Produce annual procurement plan for the unit
- Implement financial control for ICT Projects
- Identify, mitigate, and monitor potential IT business risks

COMPETENCIES/KNOWLEDGE

- Experience in Microsoft platforms

- Exposure and understanding of COBIT, ITIL, Prince 2 and ISO 20 000 and 27 001 IT governance methodologies
- ICT Business analysis
- Strategic technology deployments (ERP, for example)
- Related infrastructures (LAN/WAN) and data communications

REQUIRED SKILLS

| | |
|---------------------------------|---------------------|
| Leadership | Communication |
| Project management | Conflict handling |
| Presentation and report writing | Contract management |

ATTRIBUTES

- Ability to work in a team environment
- Honesty
- Flexibility
- Strong work ethic
- Determination
- Business acumen

QUALIFICATIONS

- Grade 12
- Degree in Information Technology/Computer Science
- Post graduate qualification Information Technology/Computer Science or Management

WORK EXPERIENCE

- Minimum of 5 years of experience in Operational Information Technology
- 2 years of experience in Management of Information Technology

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and Three Contactable References to recruitment@tasez.co.za.

CLOSING DATE:

The closing date for applications **18 July 2022**.