

<b>Job Title:</b>	Manager: Information and Communication Technology - Permanent
<b>Organisation:</b>	NEMISA
<b>Department:</b>	Information and Communication Technology
<b>Location:</b>	Gauteng Parktown
<b>Salary Range:</b>	Grade 12, Notch 1
<b>Upward Reporting Relationships:</b>	Chief Financial Officer
<b>Reference Number:</b>	NEM-1/10/2018

### MAIN PURPOSE OF JOB

To deliver a cost-effective and efficient ICT services that will provide the necessary tools and services to support the Institute's development of its ICT requirements and the implementation of the Institute's Business Plan

### JOB OBJECTIVES

- Ensure the development and coordination of an ICT framework, strategy and plan
- Design and implement a framework and platform for the refinement of existing products and
- To ensure that approved detailed plans covering all aspects of ICT are formulated, which includes strategic planning, implementation, deadlines, IT security, disaster recovery, and contingency plans,
- Align the ICT strategy to support the requirements of all business units as well as CoLabs
- Set comprehensive goals and objectives for performance and growth
- Drive the development and implementation of new information technology solutions to achieve set objectives
- Determine strategic partnerships that will assist in the growth and sustainability of the Institute's ICT objectives
- Provide input into the implementation of new processes and approaches to achieve strategic objectives
- Research and conduct trends analysis to inform the business case
- Oversee the installation, configuration and ongoing usability of systems hardware and software
- Oversee the investigation of and resolution of software and hardware incidents
- Research, identify and recommend improvement to software capabilities and tools in order to deliver value to the business
- Oversee the appropriate upgrade of systems software and hardware as required from time to time
- Conduct software test for implementation and advise on suitability for use
- Manage escalated irregular software installation and provide resolution
- Oversee the tracking of all hardware and recording of IT Infrastructure on the appropriate asset register
- Oversee the effective support and help desk service to all users within the Institute
- Ensure the protection of all Institute information through appropriate security platforms and applications

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545 Auckland Park, Johannesburg 2006, [www.nemisa.co.za](http://www.nemisa.co.za)

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhalihi; Mr Phuti Phukubje and Mr Lucas Mello  
Executive Directors: CEO (Vacant): Mr Thilivhali Ramawa (CFO)  
Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



- Identify and minimise information and infrastructure security risks and provide a mitigation strategy
- Provide input into the ICT risk register
- Conduct regular risk assessment to safeguard the Institute's ICT assets
  
- Provide input into policies to promote the Institute's ICT guidelines
- Ensure that the business unit complies with all policies and practices as prescribed by the Institute, and relevant legislation
- Provide advocacy to stakeholders on policy interpretations, and create awareness on policy changes
- Ensure that all business units comply with relevant policies
- Monitor the use of all Institute IT infrastructure and information platforms to ensure and enforce the appropriate use thereof
  
- Compile the annual budget for the business unit
- Ensure the monitoring and controlling of expenditure of the unit in line with the budget
- Compile and submit accurate financial data in accordance with prescribed guidelines, standards and formats
- Identify deviations from the budget and take remedial action
- Manage the business unit's cash-flow and expenditure
- Motivate the acquisition of assets and resource requirements as required
  
- Manage and coordinate business unit resources
- Provide required training and development to employees to ensure optimal performance
- Manage subordinates by allocating work, assessing progress, and providing training and coaching where necessary
- Determine staffing requirements, and ensure the proper recruitment and selection of high performing human capital
- Ensure that training interventions are aligned with the Institute's and employees' needs
- Manage performance of subordinates and implement corrective measures where required
- Effectively respond to employee queries
  
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- Effectively respond to employee queries
  
- Participate in internal and external stakeholder forums as directed
- Engage with ICT service providers to ensure the effective and efficient delivery of services and products
- Build and maintain effective strategic partnerships for the purpose of efficient service delivery
- Represent and participate in the Institute's committees and/or task teams
- Provide advocacy to all business units and CoLabs on the appropriate use of hardware and software infrastructure
- Attend meetings and present findings to members and management when required



### Education: Formal Qualifications

*Education involves the acquisition of knowledge and skills through learning where subject matter is imparted systematically. Formal qualifications are obtained by studying at formal institutions e.g. universities, Technikons, colleges, etc.*

<b>Level of Education:</b>	<b>Minimum:</b> <input type="checkbox"/> B.Sc (Hon) Computer Science, or Management Information Systems or equivalent	<b>Ideal:</b> <input type="checkbox"/> M.Sc Computer Science or equivalent, or Management Information Systems or equivalent
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### Job related Work Experience

*Experience is obtained through opportunities for exposure and practice at work. It includes all working experience that has some bearing on the job and is not restricted to the current organisation. Supervised on-the-job training, internships and learnerships are incorporated within this category.*

**Minimum:**

- 4-6 years' experience in ICT Sector
  - 2-3 years' experience as manager
- Understanding and experience in e-skills and social media platforms

**Ideal:**

- 6+ years' experience in ICT Sector
- 4+ years' experience as manager

### Job related Knowledge

*Job-related knowledge is typically gained through formal or informal training programs (these exclude programs through which Formal Qualifications are attained). It includes knowledge of facts, data and information and understanding the rationale behind models, theories and principles.*

- Excellent knowledge of technical management, information analysis and of computer hardware/software systems
- Knowledge and understanding of PC hardware set-up and configuration
- Project and Resource Management principles
- Knowledge of ICT policies and legislation
- Knowledge of e-Skills and social media platforms an advantage
  
- Strong Analytical Skills
- Ability to produce clear, concise and accurate documentation
- Report Writing
- Able to coordinate and drive strategic initiatives
- MS Office and SharePoint
- Good communication skills

### Competency requirements



- Analysis and Problem Solving
- Strategic thinking
- Planning and organising
- Critical judgement
- Decisiveness
- Information gathering
- Initiative
- Commercial acumen
- Flexibility
- Communication (Written and Verbal)
- Impact and influence
- Emotional maturity
- Results and quality focus
- Detailed focus

**Important note:**

Please email through comprehensive CV and certified copies of Qualifications/Supporting documents to:

[recruitment-managerict@nemisa.co.za](mailto:recruitment-managerict@nemisa.co.za)

- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.
- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: **16 October 2018** (16:00pm).

*We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants, if this supports achievement of our Employment Equity goals.*