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| | **JOB ADVERT**<br>**SENIOR MANAGER: ICT** |

| **SECTION A: JOB INFORMATION SUMMARY** | |
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| **JOB TITLE** | SENIOR MANAGER: ICT |
| **JOB LEVEL** | SENIOR MANAGER – DU |
| **REPORTS TO** | CHIEF FINANCIAL OFFICER |
| **REMUNERATION (CTC per annum)** | R588 751 – R1 043 362 per annum |
| **DIVISION** | INFORMATION AND COMMUINICATIONS TECHNOLOGY |
| **DEPARTMENT** | INFORMATION AND COMMUINICATIONS TECHNOLOGY |
| **LOCATION** | PARKTOWN - JOHANNESBURG |

**Key Job Purpose:**

The Senior Manager: Information Technology is primarily responsible for identifying, developing and implementing projects and initiatives to meet customer technology needs. Additional responsibilities include:

- Managing and developing partnerships and relationships with key internal customers and with the field
- Participating and initiating collaborative planning processes for business technology, including "make vs. buy" decisions for technology
- Maintains information technology strategies by managing staff; researching and implementing technological strategic solutions.

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| QUALIFICATIONS | • MATRIC<br>• DEGREE / DIPLOMA OR SIMILAR CERTIFICATE IN INFORMATION TECHNOLOGY / COMPUTER SCIENCE<br>• PROVEN PROJECT MANAGEMENT AND LEADERSHIP SKILLS, INCLUDING THE ABILITY TO GATHER CLEAR BUSINESS REQUIREMENTS |

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| | • PROVEN ABILITY TO DEVELOP, DOCUMENT AND MAINTAIN OPERATIONAL POLICIES AND PROCEDURES, INCLUDING THE DESIGNING AND DOCUMENTING DETAILED PROCESS FLOWS, AND THE DEVELOPMENT OF OPERATIONAL PERFORMANCE AND QUALITY METRIC STANDARDS AND REPORTS<br>• PROVEN EXPERIENCE OF MANAGING AN ICT DEPARTMENT.<br>• EXPERIENCE WITH ERP SYSTEMS RELATED TO PRODUCTION<br>• KNOWLEDGE OF ITIL IS CONSIDERED AN ASSET |
| EXPERIENCE | • RELEVANT TERTIARY/PROFESSIONAL QUALIFICATION OR EQUIVALENT (BUSINESS, ICT OR SERVICE MANAGEMENT)<br>• PROVEN TRACK RECORD AND AT LEAST 8 YEARS PREVIOUS EXPERIENCE IN A SIMILAR ROLE PROVIDING STRATEGIC LEADERSHIP OF ICT INFRASTRUCTURE & OPERATIONS<br>• PROVEN TRACK RECORD AND AT LEAST 5 YEARS PREVIOUS HANDS-ON EXPERIENCE MANAGING LARGE OUTSOURCED SERVICE DELIVERY CONTRACTS<br>• KEY SKILLS IN THE AREAS OF ICT SERVICE MANAGEMENT, RELATIONSHIP MANAGEMENT, SUPPLIER MANAGEMENT AND FINANCIAL MANAGEMENT<br>• 5 + YEARS PROJECT MANAGEMENT EXPERIENCE (IT, TRANSFORMATION, PROCESS RELATED) |
| SKILLS | • Technical Management, Technical Understanding, Analyzing Information , Staffing, Problem Solving, Data Centre Management, Developing Budgets, Coordination, Strategic Planning, Quality Management |
| ATTRIBUTES | • Service focused with a strong customer service ethic<br>• Highly effective time management skills<br>• Highly advanced problem solving abilities<br>• Collaborator across the team to encourage high performance<br>• Excellent written communication and reporting skills<br>• Strong influencing skills especially with senior stakeholders in a |

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| | large complex operating environment<br>• Demonstrates high levels of business ethics and upholds organisational values |

**RESPONSIBILITIES**

- Accomplishes information technology staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Maintains staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Maintains organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans for implementing information technologies.
- Directs technological research by studying organization goals, strategies, practices, and user projects.
- Completes projects by coordinating resources and timetables with user departments and data center.
- Verifies application results by conducting system audits of technologies implemented.
- Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Accomplishes financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analysing variances; initiating corrective action.
- Maintains quality service by establishing and enforcing organization standards.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.

- Appointment onto the position is conditional upon the signing of a performance agreement with the organization
- Candidates may be subjected to a Psychometric Assessment whose results will be taken into account in determining whether to appoint the candidate or not

- Applicants must note that they may be subjected to security, qualifications, criminal, credit and previous employment checks once shortlisted, and that their appointment would be subject to positive outcomes of these checks

The **closing date** for all applications is **Sunday 31 January 2016.** Applications received after the closing date will not be considered.

Shortlisted candidates must avail themselves for interviews at a time, date and place determined by the Services SETA.

For enquiries please phone Ms Mabo Thobela at 011 276 9600 between 08h00 and 16h00 weekdays.

**The Services SETA reserves the right not to make an appointment. If you do not hear from the Services SETA within 30 working days from the closing date, please consider your application unsuccessful. Services SETA will not be held liable for applications sent to any other email address except the one stated in the advert.**

All applications must be emailed to: **SnrManICT.SSETA@gmail.com**

**NO HAND-DELIVERED APPLICATIONS WILL BE ACCEPTED.**