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Transport Education and Training Authority

CEO's Office

IT Manager (Contract)
Randburg
Package: Market Related

1. KEY PERFORMANCE AREAS:

1. Provide support to Stakeholders

1.1 Provide IT support to TETA Staff regional (Randburg offices Cape Town and Durban).

1.2 Communicate IT new developments to staff.

2. Management of IT Budget

2.1 Conduct IT needs analysis and give input into budget planning.

2.2 Responsible for Procurement of IT supplies and maintaining IT service contracts.

2.3 Process IT related invoices.

3. ICT Governance

3.1 Ensure development and maintenance of the compliant ICT governance structures, frameworks strategy.

4. **Information systems coordination**

4.1 Coordinate the promotion, development, acquisition and implementation of information systems and services in close liaison with those responsible for management and strategy.

5. **Information security and administration**

5.1 Conduct the security risk and vulnerability assessments for business systems and IT installations, and puts in place measures to prevent attacks and manages security incidents.

5.2 Draft and maintain the policy, standards, procedures and documentation for security and monitors the application and compliance of security operations procedures and reviews information systems for actual or potential breaches in security.

6. **Business process improvement**

6.1 Analyse business processes; identify alternative solutions, assess feasibility, and recommend new approaches and helps to establish requirements for the implementation of changes in the business process.

7. **Business analysis and risk management**

7.1 Investigate operational requirements, problems, and opportunities, seeking effective business solutions through improvements in automated and non-automated components of new or changed processes and identifies potential benefits, and available options for consideration.

7.2 Implement organisation wide processes and procedures, tools and techniques for the identification, assessment, and management of risk in IT operations as well as IT-enabled projects.

8. **Emerging technology monitoring**

8.1 Monitor the market to gain knowledge and understanding of currently emerging technologies and assesses their relevance and potential value to the organisation.

9. **Network Planning and Design**

9.1 Create and maintain network plans to support the organisation's business strategy, plans and implements all aspects of the infrastructure necessary to ensure provision of appropriate network services to the organisation.

9.2 Take responsibility for network specification and design within the organisation and produces network design policies, philosophies and criteria covering connectivity, capacity, interfacing, security, resilience, recovery, access and remote access.

9.3 Take responsibility for the website development and ongoing maintenance

10. **Data and Asset Management**

10.1 Plan effective information storage, sharing and publishing within the organisation and derives data management structures to ensure consistency of information retrieval, combination, analysis, pattern recognition and interpretation, throughout the organisation.

10.2 Control IT assets, ensuring that administration of the acquisition, storage, distribution, movement and disposal of assets is carried out and ensures that there are no unauthorised assets such as unlicensed copies of software.

11. **IT Management**

11.1 Responsible for the design, procurement, installation, upgrading, operation, control, maintenance (including storage and communication of data, voice, text, audio and images) and effective use of IT infrastructure components and monitors their performance.

12. **Service level management**

12.1 Create and maintain a catalogue of available IT services and ensures that service delivery meets agreed service levels.

13. **Application Support**

13.1 Draft and maintain procedures and documentation for applications support and manages application enhancements to improve business performance as well as ensuring that all requests for support are dealt with according to set standards and procedures.

14. **Service desk and incident**

14.1 Ensure that the inventory of components to be supported is complete and current; drafts and maintains policy, standards and procedures for the service desk and incident management and schedules the work of service desk staff to meet agreed service levels.

15. **Portfolio, programme and project support Systems development, installation and decommissioning**

15.1 Ensure that management is both aware of and able to provide the required resources, and that available Resources are properly utilised and accounted for.

15.2 Take responsibility for installation projects, providing effective leadership, and monitors the effectiveness of Installations and ensures that appropriate recommendations for change are made.

16. **Portfolio, programme and project support**

16.1 Provide project support services to organisational projects and sets up and provides detailed guidance on Project management software, procedures, processes, tools and techniques.

2. MINIMUN REQUIREMENTS:

2.1 Experience & qualification

- M + 3 Bachelor Degree in Computer Science/ Information Systems and or related qualification.
- Minimum of at least 8 years' experience in ICT, with at least 3 years at managerial level.

2.2 Knowledge and Skills

2.2.1 *Knowledge*

- Knowledge of standard office procedures.
- Knowledge of BCEA and PFMA
- Knowledge and understanding of the SETAS.
- Strong knowledge of computer fundamentals which include: MS Word, MS Excel, MS PowerPoint; MS Outlook

2.2.1 *Skills*

- Analytical, problem solving and critical thinking skills
- Planning, monitoring and reporting skills

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- Presentation, communication and writing and administrative skills
- Project management skills
- Passion to help improve operations continuously
- Have at least code 8 Drivers license
- Willing to travel

Only applicants who meet the minimum requirements should apply by forwarding their detailed CV and cover letter to recruitment@teta.org.za .All applicants will be considered in terms of TETA Employment Equity Plan. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The closing date for applications is Monday, 21 March 2016.

Should you not hear from us within 21 days of the closing date, kindly consider your application as unsuccessful.