

Vacancy

Closing date of applications: 16 May 2018

Date of the advert: 06 May 2018

Position: IT Manager (Ref: ITM003)
Department: ICT
Location: Blackheath, Randburg
Reporting to: Chief Financial Officer
Remuneration: Market Related

Introduction:

FASSET is the Finance and Accounting Services Sector Education and Training Authority (SETA). Over 20 SETAs were established in March 2000 in terms of the Skills Development Act, to cover all sectors in South Africa, including Government. The stakeholders of a SETA include employers, trade unions, professional bodies, government departments and bargaining councils, where relevant, from each industrial sector.

The Finance and Accounting Services Sector Education and Training Authority (FASSET) invites suitable candidates to apply for ICT Manager Position. The successful candidate will be part of FASSET government structures.

Purpose: Reporting to the Chief Financial Officer, the incumbent will be responsible for leading and managing the ICT department within FASSET and ensuring strategic alignment and delivery on FASSET mandate.

Key Responsibilities

- Evaluate the ICT requirements of the organisation and ensure innovative ICT systems, infrastructure and service provided satisfy the needs of the entire organisation to optimise efficiency and effectiveness.
- Oversee the smooth running of all ICT systems and infrastructure, and implement the Disaster Recovery Plan for FASSET.
- Ensure security, integrity, reliability and accessibility of data as per organisational requirements.
- Manage the financial and human resources within the ICT department.
- Develop and implement ICT strategy, policies and procedures including written protocols that guide the ICT staff as well as other end users and implement change management and organisational development process.
- Identify ICT risks and implement relevant mitigations.
- Ensure compliance with the ICT governance framework including but not limited to the corporate governance of information and communication technology policy framework.
- Contribute towards the maintenance of operationally effective and sufficient internal controls.
- Satisfy all ICT related internal and external audit requirements
- Manage relationships with key stakeholders including but not limited to the board and its sub-committees, management, staff, service providers and other SETAs.

Qualifications Requirements and Experience

- Relevant and appropriate Degree in ICT.
- In addition, any post graduate qualification i.e. MBA or MBL would be an added advantage
- Minimum of 5 (preferably) 7 years' experience in ICT environment of which 3 years should be in leading and managing an ICT department.
- Experience in business intelligence is a key requirement.

Knowledge and Skills

The following minimum knowledge, experience and skills are required for this position:

- An understanding of public sector and the SETA environment is critical.
- Excellent communication (written and verbal) and people skills
- Proven track record in developing an ICT strategy for an organisation.
- Proven track record of successfully leading and inspiring a diverse group of employees.
- Solid previous exposure to both the governance as well as legal and regulatory operational aspects e.g. the CGICTPF and FMPPI.
- Expert interpersonal, communication, negotiation, conceptual and analytical skills.

Additional Competencies

- Integrity
- Commercial focus
- Analysis and problem solving
- Judgement and decision making
- Presentation skills
- Financial management skills
- Strategic thinking
- Report writing
- Organising and prioritising
- Developing relationships
- Proactive communication
- Networking

Competency Assessment

Applicants will be required to take a proficiency test assessing the knowledge, experience and attributes needed. Applicants are expected to make a maximum of 1.5 hours available for the interview.

Shortlisted candidates will be required to undergo psychometric testing to confirm attitudinal and behavioural alignment to the position. The assessment takes a day from 07:30 to 17:00

FASSET adheres to the principles of EE Act and Affirmative Action and these principles will apply in the selection process.

Particulars of advertiser:

Tiana Business Consulting Services (Pty) Ltd was appointed to handle the responses for this position.

Email: itmanager@tianaconsulting.co.za

Enquiries must be directed to the Human Resource Support Manager – Viola Nzou on 011 431 1354

- **Please quote the above position name on all correspondence relating to this advert.**
- **Correspondence will only be entered into with shortlisted candidates. Should you not hear from us within 30 days after closing date of advert, please consider your application unsuccessful.**
- **FASSET reserves the right not to fill any vacancies.**
- **All shortlisted candidates will be subjected to criminal checks, some interviewed candidates will be subjected to competency assessment.**
- **This is a contract position until 31 March 2020 in line with the re-establishment of SETAs by the Minister of Higher Education and Training**