



NORTHERN CAPE PROVINCIAL ADMINISTRATION

Post : **Senior Manager: Infrastructure and Support Services**

Reference No. : **OTP/IT/ISS/2022**

Centre : **Kimberley**

Salary : **R1 057 326 - R1 245 495 per annum (Level 13), (an all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules**

REQUIREMENTS:

An undergraduate qualification (NQF level 7) as recognized by SAQA in Project Management, Information and Communication Technology and or Computer Science. A postgraduate qualification will be an advantage; 5 to 10 years' experience at middle and or senior management level in the relevant Information Technology environment.

COMPETENCIES:

Strategic Leadership Capability. Programme and Project Management. Change Management and Digital Transformation. Financial Management. People Management, Empowerment and interpersonal skills. Knowledge Management. Service Delivery Innovation (SDI); Client orientation and customer focus; Good verbal and written communication skills; Honesty and integrity; Problem solving, Analytical thinking and Strategic thinking; Knowledge of the functioning of the Provincial Government; Knowledge of Information Technology policy research, analysis and development; Knowledge and understanding of Government priorities; Good understanding of legislative frameworks governing Information Technology; Computer literacy a valid driver's license are further prerequisites.

RESPONSIBILITIES

The successful candidate will be responsible for the following main functions:

1. Provision and management of IT Network Services and Infrastructure to NCPG;
2. Maintain and installation of computing on all end user devices for NCPG users;
3. Management and operation of all physical ICT building facilities within the ITSSC environment and Data centres;
4. Manage IT Infrastructure and houses all transversal and local technologies;
5. Ensure effective and efficient support for all ICT related requirements within the NCPG;
6. Assist with the development and implementation of the NCPG ITSSC Strategic, Annual and Operational Plans.

The successful candidate will be responsible for the following duties:

1. Contribute to the business strategy formulation processes;
2. Render advice to senior management on relevant technology trends and their applicability to business enhancement;
3. Establish an Information Management Plan, Information Technology Plan and Operational Plans to give effect to the strategic direction and Management Plans and Business Processes;
4. Oversee the development of supportive information management and information technology enabling policies, regulations, norms, guidelines, best practices and procedures;
5. Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans and policies;
6. Create an enabling ICT environment for other managers to perform their functions more effectively and efficiently;
7. Ensure confidentiality and reliability of proprietary information and intellectual property;
8. Develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization;
9. Oversee the management of business agreements (BAs) and Service Level Agreements (SLA's) of suppliers of Information Management and Information Technology goods and services;
10. Facilitate the development and implementation of enterprise architecture;
11. Oversee the Directorate's budget and resources in accordance with the Public Finance Management Act (PFMA) of 1999 and Treasury Regulations.

Enquiries: Mr. C. Vala – 053 838 2744

NOTE: The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at SMS level. Therefore, we specifically call for suitably qualified women and persons with disability to apply.

Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at www.dpsa.gov.za-vacancies or obtainable from any Public Service Department and should be accompanied by copies of qualifications (only shortlisted applicants will be required to produce certified copies of qualifications) as well as a comprehensive CV in order to be considered. Applications submitted using the old Z83 form will not be accepted. Each application for employment form must be duly signed and initialled by the applicant. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Online applications such as emails with the relevant supporting documents e.g. comprehensive CV and qualifications will be accepted via electronic format e.g. Word, pdf, scanned images, etc.

All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

All shortlisted and candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually.

If you have not been contacted within six (6) weeks after the closing date of this advertisement, kindly accept that your application was unsuccessful.

Please forward the applications for the post quoting the relevant reference number to:

Post to : Senior Manager
Human Resources Management
Private Bag X5016
Kimberley
8300

Or hand deliver to : JW Sauer Building
Cnr Quinn and Roper Street
Office of the Premier, Kimberley
Ground Floor (Security)

For Attention: Mr. V. Fredericks

Or email to: : hrarecruitment@ncpg.gov.za

Closing date : 4 March 2021

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