

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



External Vacancy

The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is one of the 21 Sector Education and Training Authority (SETAs) established under the Skills Development Act No 97 of 1998 as amended and report to the Minister of Higher Education, Science and Innovation. Its headquarters are based in Noordwyk in Midrand. Applications are hereby invited from suitably qualified persons whose appointment will promote representivity to fill the vacancy below:

POSITION: Manager: Information and Communication Technology and Knowledge Management

REFERENCE NUMBER: CATHS31/2022

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: D2

TCTC: R 844 281,79 TCTC per annum (All-inclusive package and not negotiable)

LOCATION: Head Office in Midrand

REPORTS TO: Executive Manager: Corporate Services

JOB SUMMARY

To provide and maintain optimum Information and Communication Technology (ICT) and Knowledge Management (KM) services within the organisation.

Key Performance Areas and Responsibilities

- Contribute to the development of the ICT Strategic Plan and Implementation Plan for the organisation
- Ensure alignment of the ICT Strategy to the Corporate Strategy of the organisation
- Improve productivity within the area of responsibility and align business activities with strategic and operational plans
- Develop, review, implement and maintain the ICT management systems and policies, and optimise controls and processes

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso
Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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- Develop modern supporting Information Management and Technology solutions relevant to the organisation
- Manage, design and implement a Disaster Recovery and ICT infrastructure/MIS management system
- Monitor key business processes within CATHSSETA to implement appropriate ICT support systems. Develop and review key business processes within the organisation for ICT support optimal operations
- Plan and manage the provisioning of ICT requirements for the organisation
- Ensure effective resource management and control business agreements and Service Level Agreements
- Manage the implementation of projects within the unit
- Implement and maintain the Batho Pele principles through a caring, accessible, and accountable service
- Ensure continued Enterprise Resource Plan (ERP) system
- Ensure continued SharePoint and Intranet Services
- Ensure that the ICT Steering Committee is established and functional
- Establish and maintain ICT Governance principles and systems in line with the King IV requirements
- Alignment of the ICT Strategy, Policies and system with global frameworks such as COBIT and other best practices available in the public sector environment
- Ensure that Information and Knowledge Management Strategy is developed and Implemented
- Ensure that policies, systems Standard Operating Procedures are in place.
- Access and disseminate institutional knowledge management information generated for both internal and external utilisation

Qualifications, Skills, Experience and Attributes

- Matric Certificate plus bachelor's degree in Computer Science or equivalent and relevant qualification rated at NQF level 7 is a minimum requirement
- Possession of COBIT Certification and ICT Project Management will be an added advantage
- Minimum of 5 years' experience in an ICT and Knowledge Management in middle management if Specialist role. The focus is more on the ICT areas
- 2 – 3 years of experience in a SETA environment is advantageous
- A driver's licence is required

External Advert: Manager – ICT & KM

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Knowledge required

- Knowledge of applicable legislation governing the SETA environment;
- Knowledge of National Qualifications Framework;
- Development of ICT strategies and business solutions;
- Implementation of complex infrastructure and applicable projects;
- Project management methods and principles;
- Working knowledge of Enterprise resource Plan, SharePoint management and Office 365 is required; and
- Knowledge of the Sector Education and Training Authority (SETA's) Information Management System is preferable.

Competencies and Attributes

- Strategy and transformation leadership;
- Relationship building and partnership;
- High-performance organisation;
- Conceptual and analytical thinking;
- Innovation and initiative;
- Report writing;
- Planning and organising;
- Impact communication;
- Financial management;
- Quality concern and attention to detail;
- Customer focus and loyalty; and
- Organisational commitment and ethical behaviour.

Applications are to reach CATHSSETA by 16h00 on Friday, 20 January 2023. Any applications received thereafter will be not considered.

CATHSSETA is an equal-opportunity employer committed to principles of Employment Equity. It is the responsibility of the applicants to familiarise themselves with the specific details of the positions they are applying for.

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Applications must be accompanied by a **signed application form indicating the position you are applying for, and a detailed CV (in a word format)**. Applicants are to submit their applications **ELECTRONICALLY ONLY** via e-mail to CSrecruit@cathsseta.org.za

Correspondence will be limited to successful candidates only. Persons with disabilities are strongly encouraged to apply.

Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); and Qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

CATHSSETA reserves the right to subject shortlisted applicants to psychometric evaluation in accordance with its policies. All shortlisted candidates will be expected to avail themselves for an interview at CATHSSETA's convenience. CATHSSETA reserves the right not to make an appointment.

Any queries may be directed telephonically to Ms N Xhalabile on 066 495 1014. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

Approved

15/12/2022