



## External Vacancy

Applications listed below are hereby invited from suitably qualified persons whose appointment will promote representivity.

### BACKGROUND

Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998).

### POSITION: Manager: ICT and Knowledge Management

**REFERENCE NUMBER:** CATHS11/2021

**DURATION:** Fixed Term Contract until 31 March 2030

**JOB GRADE:** D2 (Patterson Grading)

**TCTC:** R755 844.13 per annum (*All-inclusive package*)

**LOCATION:** Head Office in Midrand

**REPORTS TO:** Executive Manager: Corporate Services

### Job Summary

To provide and maintain optimum Information and Communication Technology and Knowledge Management 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. 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 operation. 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, and Standard Operating Procedures are in place. Access and disseminate institutional knowledge management information generated for both internal and external utilisation.

### Qualifications, Skills, Knowledge, Experience and Attributes

Matric Certificate. Bachelor's Degree in computer science or equivalent qualification rated at NQF level 7 by the South African Qualifications Authority (SAQA), is a minimum requirement. Minimum of 5 years' experience in an ICT and Knowledge Management in middle management or Specialist role. The focus is more on the ICT areas. A driver's licence is required. Possession of COBIT Certification and ICT Project Management will be an added advantage. 2-3 years of experience in a SETA environment is advantageous. Knowledge of applicable legislation and research methodology. Thorough knowledge of relevant legislation and Batho Pele principles. Knowledge of National Qualifications Framework. Development of ICT strategies and business solutions. Implementation of complex ICT infrastructure and applications projects. Application of industry requirements. Strategy and Transformational leadership. Relationship building and Partnership. High performance organisation. Conceptual and Analytical Thinking. Innovation and initiative. Project management. Working knowledge of Enterprise Resource Plan, SharePoint management and Office 365 is required. Knowledge of Sector Education and Training Authority (SETA) Management system is preferable. Report writing. Planning and organizing. Impact Communication. Financial management. Quality Concern & Attention to detail. Customer focus and loyalty. Organisational Commitment. Integrity and ethical behaviour.



**Applications are to reach CATHSSETA by 16h00 on Sunday, 27 June 2021. Any applications received thereafter will not be considered.**

CATHSSETA is an equal opportunity employer committed to principles of Employment Equity. It is the responsibility of the applicants to familiarize themselves with the specific details of the positions they are applying for. Please refer to Cathsseta website for the complete Job Descriptions at [www.cathsseta.org.za](http://www.cathsseta.org.za). Applications must be accompanied by a signed application form indicating the position you are applying for, and a detailed CV. Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to [hrvacancies01@cathsseta.org.za](mailto:hrvacancies01@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 011 217 0600 prior 16h00 on the closing date. Any queries received after the cut off will not be responded to. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.