



ROLE DESCRIPTION – IT SPECIALIST

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JOB IDENTIFICATION			
Job Title:	IT Specialist		
Job Grade:	D1		
Department:	Finance		
Location	INSETA Head Office, Parktown, Johannesburg		
Reporting Line (This structure reports to?)	Chief Financial Officer		
Full-time/Part-time/Contract:	Full-time		
PURPOSE OF THE JOB			
<p>To develop an integrated and multi-disciplined strategy in setting the course for a digital journey towards sustainable value whilst translating the IT Strategy into effective IT Operations. Provide technological guidance within an organization.</p>			
MAIN ACCOUNTABILITIES AND APPROXIMATE TIME SPLIT (Time (%) spent on this accountability?)			
Responsibility:	Provide technological guidance within an organization.	Time Split	20 %
<p><i>Outputs to deliver the responsibility:</i></p> <ul style="list-style-type: none"> • Develops IT strategy and manage the implementation thereof, • Set objectives and strategies for the IT department • Select and implement suitable technology to streamline all internal operations and help optimize their strategic benefits • Design and customize technological systems and platforms to improve customer experience • Plan the implementation of new systems and provide guidance to IT professionals and other staff within the organization • Establish partnerships with IT providers in line with relevant regulation • Oversee the technological infrastructure (networks and computer systems) in the organization to 			

<p>ensure optimal performance</p> <ul style="list-style-type: none"> • Direct and organize IT-related projects • Monitor changes or advancements in technology to discover ways the company can gain competitive advantage • Analyse the costs, value and risks of information technology to advise the board , board committees, management and suggest actions • Liaise with internal and external audit and develop appropriate actions to respond to IT findings. 			
Responsibility:	ICT Financial Management	Time Split	10 %
<p><i>Outputs to deliver the responsibility:</i></p> <ul style="list-style-type: none"> • Develop, oversee and manage the INSETA IT budget. • Ensure that the board and board subcommittees approve the budget for purchases of technological equipment and software. • Account for allocated cost center budget, variances, reports and overall financial management • Identify and analyze trends, review data and evaluate business options to ensure business cases are financially sound • Assess relative cost benefits of direct provision or purchase of services • Respond to financial and risk management audit outcomes, addressing areas of non-compliance 			
Responsibility:	ICT Infrastructure, Applications & Security	Time Split	30%
<p><i>Outputs to deliver the responsibility:</i></p> <ul style="list-style-type: none"> • Establish standards and best practices for managing internal infrastructure, including network, access rights, desktops, servers, internal applications. • Provides ITIL Service disciplines, covering Incident, Problem and Change Management. • Work with the IT team to set SLA criteria for the availability and performance of the IT infrastructure. • Responsible for day-to-day system administration, including management of internal network, VPN, Microsoft Active Directory (AD) and system backups. • Responsible for management of the rollout and support of desktop devices, including laptops and printers, and productivity tools such as Outlook and MSOffice. • Ensures that systems, processes and methodologies are maintained, followed to ensure effective 			

monitoring, control and support of service delivery.

- Monitors and evaluates the efficiency and effectiveness of infrastructure service delivery methods and procedures.
- Monitors business critical processes and systems.
- Installs, configures and supports new and existing servers and network infrastructure.
- Plan and implement upgrades needed to maintain service levels.
- Develop and lead the replacement of infrastructure at end of life.
- Conducts testing and analysis of all components of network and server infrastructure components.
- Maintains server uptime consistent with Business goals and metrics.
- Maintains and constantly improves server and network performance, reliability and security in line with BS 7799 / ISO 27001 and best practice.
- Execution of DR tests as planned and agreed.
- Maintains a schedule of formal service reviews with key stakeholders and management of the key 3rd party providers who provide the IT operational service.
- Architecture & Applications
 - Implement scalable, secure, open architecture & standardized solutions
- Security
 - Impenetrable, scalable and cost-effective security policies, processes & controls
- Asset Optimization
 - Optimal infrastructure and other asset utilization: Physical Assets, Human Capital & Strategic Sourcing

Responsibility:	ICT Asset Management	Time Split	5%
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- Outputs to deliver the responsibility:*
- Develop and implement ICT asset management policies, procedures and process based on Asset Management lifecycle (Planning, Acquisition, Operation & Maintenance, Disposal)
 - Oversees INSETA's IT asset register quarterly to ensure completeness.

Responsibility:	IT Risk Management	Time Split	15%
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Outputs to deliver the responsibility:

<ul style="list-style-type: none"> • Manage and monitor <ul style="list-style-type: none"> ○ IT security (e.g., system patch level, system vulnerabilities, cybercrime and viruses) ○ Information security (e.g., identity and access management) ○ Data leakage (e.g ○ IT infrastructure availability – Disaster Recovery Plan & backups ○ Business continuity Plan – define recovery turnaround times in case of a disaster. • Establishing the risk framework for information technology management • Interfacing with regulators or auditors (both internal & External) • Implementation of risk assessment tools and technologies • Develop IT Risk Register • Reduce IT risks to acceptable level 			
Responsibility:	Human Resources	Time Split	5%
<i>Outputs to deliver the responsibility:</i>			
<ul style="list-style-type: none"> • Capacitate and manage performance of both internal and external IT resources. • Manage Outsourced Partners Service Level Agreement IT services 			
Responsibility:	Reporting	Time Split	5%
<i>Outputs to deliver the responsibility:</i>			
<ul style="list-style-type: none"> • Ensures that the IT Executive Reports are prepared in accordance within agreed standards • Reports on IT Status of the organisation to the Management, Board and relevant Board committees at regular intervals. • Ensure completeness of the INSETA Performance report submitted to DHET • Communicate Reporting requirements of stakeholders to internal users 			
Responsibility:	Policy Development	Time Split	10%
<i>Outputs to deliver the responsibility:</i>			
<ul style="list-style-type: none"> • Develop and maintain ICT policies and procedures that ensure compliance with legislation, International best Practice and relevant ICT Framework such as ITIL, COBIT, and ISO 27001. • Ensures that ICT policies are aligned and support the INSETA strategy. • Obtain approval of IT policies from Management, Board and relevant Board committees. 			
REQUIRED QUALIFICATION			

NQF Level:	Degree level – NQF 7
Minimum Qualification Required	BSc in computer science (or equivalent relevant advanced diploma or relevant equivalent occupational certificate). Minimum 10 years working experience (with 5 years at management), 3 years of IT and Project Management.
Qualification (Preferred)	As above
REQUIRED EXPERIENCE	
Essential:	At least 5 to 10 years of IT experience and management experience within the public sector Experience with PFMA
Preferred	
COMPETENCIES REQUIRED	
Critical Competencies:	<ul style="list-style-type: none"> • Teamwork • Responsibility • Commitment to career • Commercial awareness • Career motivation • Decision making • Communication • Leadership • Trustworthiness & Ethics • Results orientation • Problem solving
KNOWLEDGE AND SKILLS REQUIRED	
Essential	<ul style="list-style-type: none"> • Exceptional inter-personal skills enabling engagement with all levels across the three boroughs with staff members, external organizations, and statutory bodies. • Leadership skills, including the ability to manage in a modern, empowering way, and to deputize as required • An understanding of ICT strategy, business technology and

	<p>its application at all levels in this environment and the skills to think strategically, including:</p> <ul style="list-style-type: none"> • Developing ICT and information security strategies • An sound understanding of portfolio, programme and project management and a track record of delivering and enabling large-scale complex change programmes • An understanding of key ICT management standards, including but not limited to ITIL, PRINCE, PMBOK, COBIT and ISO • Procurement and negotiation skills • Employing excellent leadership and team-working skills in an environment where priorities and goals can quickly change and evolve.
INFRASTRUCTURE	
Resources provided to personnel:	<ul style="list-style-type: none"> <input type="checkbox"/> Laptop Computer <input type="checkbox"/> 3G Card <input type="checkbox"/> Landline telephone <input type="checkbox"/> VPN Access <input type="checkbox"/> Access to internet

INSETA is an equal opportunity employer and preference will be afforded to candidates in terms of our Employment Equity Plan.

Please forward your application letter supported by your CV to vacancies@inseta.org.za with the position you are applying for clearly stated.

Closing date: 18 November 2018

INSETA reserves the right not to make an appointment.

No late applications will be accepted.