DITSONG
MUSEUMS OF SOUTH AFRICA

PO Box 4197, Pretoria 0001, 70 WF Nkomo Street

Republic of South Africa

DITSONG: Museums of South Africa (DMSA) is a Schedule 3A public entity reporting to the Department of Arts and Culture. DMSA is seeking to appoint a suitably qualified individual on a permanent employment contract for this position based at Ditsong Head office in Pretoria.

EXTERNAL ADVERTISEMENT

INFORMATION COMMUNICATIONTECHNOLOGY (ICT) MANAGER REF: DMSA/ICT/2020 REMUNERATION PACKAGE – R 733 609.34

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

Bachelor's Degree in Computer Science, Information Technology, or Information Management Systems at NQF level 7. Honours degree in Computer Science/MTech in Information Technology is preferred.

5-8 years working experience in the ICT environment with leadership, general management and operations responsibilities, with at least **3years** as a Senior IT Specialist in corporate/public sector.

CRITICAL SKILLS / COMPETENCIES NEEDED

Leadership, Team Management, Analysis & Problem Solving; Presentation Skills; Negotiation Skills; Decision Making & Judgement Skills; Interpersonal Skills; Networking Skills; Ability to install and administer computer hardware, software and networks knowledge of master system planning and integration; Computer networking, installation and administration; Application Management (Development, maintenance, integration, optimisation); Computer troubleshooting; Know-how of virus security measures to prevent their attack; ICT Governance and Compliance Frameworks; IT Risk Management; ICT related Acts; IT Security; ICT Business Environment and Landscape; ICT Charter.

KEY PERFORMANCE AREAS inter alia, include:

- **ICT Strategy:** Develop the DMSA's ICT strategy and roadmap to determine the future trends, strategic direction and ICT implications; Monitor and ensure implementation of DMSA's ICT Strategy and framework; Provision and preparation of ICT management report; Ensure delivery of service in line with DMSA's ICT strategic objectives.

- **ICT Governance and Compliance** Ensure compliance with external accrediting agencies; Ensure minimising of cost and maximising results; Ensure compliance to legal requirement of IT systems;

Ensures that all information system and network operate according to internal standards, regulatory agencies and legal requirement; Ensure Compliance and protocol; Ensure analysis and interpretation of organisation compliance requirement; Ensuring monitoring and reviewing regular legislative changes; Provide corporate compliance and develop strategy to reduce compliance exposure; Ensure to stay abreast of industry trends recommends and implement changes to internal changes process as needed.

- **Application Management** Plan, organize, direct, control and evaluate the of operations of information systems and electronic data processing(EDP); Develop and implement policies and procedures for discuss system requirements, specifications, cost and timelines; Hire and manage information and telecommunications software, networks and information systems, Control the computer systems budgets and expenditures.

- **Infrastructure Management** Troubleshoot hardware, software and operating systems, Provide orientation to new users of existing technology; Train staff about potential uses existing technology; recommendations about accessing information and support, Maintain current and accurate inventory of technology hardware, software and resources.

- **Technology Maintenance** Troubleshoot all technology issues; Maintain log and/or list of required repairs and maintenance; Make recommendations about purchase of technology resources; Research current and potential resources and services; Provide network access to all staff; Install work stations; as required; Monitor security of all technology; Advise staff of security breach and/or change in password or security status; Identify and prepare hardware for disposal when appropriate; Ensure hardware is stripped and secured before disposal.

- **Knowledge Management** Ensure the development of document and records management for efficient access, retrieval and archiving; Facilitate digital content management system, Facilitate repositories of information assets; Implementation of records management practises; Ensure a developed and maintained data registry of master data entities; Monitoring and maintain data structures and overseeing the assignment of data values; Ensure defined Schemas, Forms & Templates, Dictionaries; Develop Taxonomy/Glossaries; Develop Business intelligence and reporting capability.

The application must include a covering letter, comprehensive curriculum vitae (three contactable references with e-mail, telephone or cell phone) and certified copies of qualifications.

Submit application to: ictmanager@ditsong.org.za

Closing date and time: 21 August 2020 16h00

Shortlisted candidates shall undergo competency assessments and personnel suitability check such as criminal record, credit record checks, citizenship, qualification verification and employment record check. Application with foreign qualifications will not be considered without SAQA evaluation certificate.

This is an Employment Equity appointment.

Enquiries: Ms Nancy Monnakgotla at nancy@ditsong.org.za

DMSA reserves the right not to make an appointment. If you do not receive any response within a month of the closing date, please accept that your application has been unsuccessful.

Regret correspondence will only be sent to interviewed candidates.