



NATIONAL CONSUMER COMMISSION

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## ADVERTISEMENT OF THE POST OF SENIOR MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY

Job Reference : NCC01/ 06/22

Post : SENIOR MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY

Salary : R1 057 326 – R1 245 495

Centre : Pretoria, Groenkloof

### Purpose of the job

To develop, manage, coordinate, oversee and implement information and communication technology services

### Key Responsibilities

#### 1. Manage the coordination and development of systems

- 1.1. Liaise with outside IT Specialists for systems needs
- 1.2. Coordinate the NCC computer requirements and liaise with the administrator with a view to implement
- 1.3. Coordinate all the LANs and WANs for the NCC e.g. database, server environment and desk top support.
- 1.4. Provide technical infrastructure
- 1.5. Provide guidance on the development of systems

#### 2. Manage partnership with SITA and/or other Service Providers

- 2.1. Coordinate all IT related services provided by Service providers in the NCC
- 2.2. Ensure maintenance contracts are timeously renewed
- 2.3. Facilitate, promote and coordinate external liaison with state entities such as SITA and other stakeholders.

#### 3. Coordinate the procurement requirements for information technology for the NCC

- 3.1. Coordinate the acquisition of all IT systems for the NCC including Data Bases, Servers and Desktop Environment
- 3.2. Coordinate the appropriate and equitable deployment of information technology within the NCC
- 3.3. Check and recommend requisitions and payments of service

#### 4. Develop, monitor and evaluate norms and standards for the NCC

- 4.1. Collate all the required information with regard to the development of norms and standards
- 4.2. Provide assistance in assessment of the NCC needs based on the information collated and draft norms and standards
- 4.3. Maintain the standards and provide assistance as and when required
- 4.4. Monitor and evaluate the effectiveness of all norms and standards

**5. Provide strategic direction for the Component and ensure development of effective I.T systems, compliance and , norms and standards**

- 5.1 Strategically direct the development and implementation of strategies, policies, protocols, norms and standards for the I.T systems,
- 5.2 Direct research of best practice, impact assessments and benchmarks
- 5.3 Ensure mechanisms in place to monitor the Component's outputs
- 5.4 Direct policy and strategic inputs for Component on the basis of the information and advice requirements of the NCC, SITA and other stakeholders
- 5.5 Direct the allocation of resources for programmes deliverables and monitor all aspects

**6. Manage application system changes:**

- 6.1 Manage impact assessments, prioritisation and Authorisation
- 6.2 Manage emergency changes
- 6.3 Manage change status tracking and reporting
- 6.4 Oversee change closure and documentation

**7. Ensure security of information**

- 7.1 Install Security back up of information
- 7.2 Ensure business continuity

**8. Risk Management**

- 8.1 Identify risk areas, and implement mechanisms and processes to mitigate possible risks
- 8.2 Report monthly on progress made with risk mitigation
- 8.3. Handle cases as per relevant policy directives and best practices

**9. Stakeholder Management**

- 9.1 Liaise with relative role players in the ICT environment

**Minimum Qualifications:** Postgraduate Qualification with a minimum of 3-year qualification in Information Technology , Computer Sciences, Electronic Engineering and EB divers licence.

**Minimum Experience :** 6 Years managerial experience in an ICT environment

**Training:** Computer Literacy: MS Office Package,

**Please apply by submitting an application letter, and attach a Curriculum Vitae, copies of qualifications ( and matric), certificates, valid driver's licence and ID ( or other supporting documents) quoting the relevant reference number to the Director: Human Resources, 01 Dr Lategan Road, Groenkloof, Pretoria, 0027 . Applications must be submitted as one attachment to the following email address, [recruitment@thencc.org.za](mailto:recruitment@thencc.org.za) or alternatively post your application to the following address: PO Box 36628, Menlo Park, 0101**

For enquiries regarding the advertisement post, please contact Ms Mapheto at 012 428 7742 or Mr. Makhuvha at 012 428 7731

**Failure to follow the above instructions will lead to the application being disqualified.**

The successful candidate will be subjected to competency assessment, personnel suitability checks, criminal record, qualification and employment reference checks

It is the responsibility of the applicants with foreign qualifications to ensure that their qualifications are verified by SAQA  
The NCC is committed to Employment Equity practices, preference will be given to members of the underrepresented groups to achieve the objectives of Employment Equity

**CLOSING DATE: 27 JUNE 2022. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED.**

Further details are available at [www.thencc.gov.za](http://www.thencc.gov.za)

