



The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and alternative banking industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BS02/10/2018
Job Title:	ICT Manager
Job Band:	D
Reporting Line:	General Manager: Corporate Services
Full-time/Part-time/Contract:	Full-time position (aligned to the SETA's existence
Location:	Gauteng - Midrand (Head Office)

Remuneration: R750 000.00 – R900 000.00 CTC per annum.

The purpose of the role:

To oversee provision of IT Support for BANKSETA head office and all its regional offices.

Main Responsibilities:

- To evaluate the IT requirements of the business and ensure that the ICT systems and services provided satisfies the needs identified and are optimal utilised;
- To oversee the smooth running of all ICT systems and the implementation of a business continuity and the disaster recovery plans for the business;
- To manage the financial and human resources within the IT Department;
- To prepare and submit monthly reports to the Line Manager as well as quarterly reports for the Audit & Risk Committee (ARC);
- To appear and make presentation to the ARC as and when required;
- To review and make improvements to all the existing policies/procedures/frameworks; including written protocols that guides the IT staff as well as all other end users;
- To form part of the Bid Specifications Committees for all procurement that involves systems acquisitions for the BANKSETA including the management of the signed level agreements with the successful bidder/s;

HEAD OFFICE

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Fax: +27 (0)11 805 8348
Email: info@bankseta.org.za
Anti-Fraud: +27 (0)80 151 1672

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FREE STATE OFFICE

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LIMPOPO OFFICE

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Building, 3-33 Phillip Frame Road
Chiselhurst, East London, 5247



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- To oversee, Chair the IT Steering and Committee meeting and ensure that minutes are prepared and all the necessary documentation to satisfy the audit requirements;
- To manage the ongoing development of any upgrades that may be required on all systems utilised by the organisation;
- To oversee, manage, direct any migration from any one system to the other for the BANKSETA working hand in hand with the direct end users of the systems and the service providers;
- To ensure that the ICT environment of the BANKSETA is in compliance with Corporate Governance of Information and Communication Technology Policy Framework and all other pieces of legislation that governs schedule 3A entities and updates thereto;
- To ensure that the BANKSETA remains up to date with latest technology to help improve the organisational effectiveness and efficiency;
- To be available and provide the necessary support to staff and stakeholders outside normal working hours;
- To being prepared to work outside normal working hours should the need arise;
- To ensure that staff all staff members including the ones in the regional offices experience the same efficiency as that which is afforded to the head office;
- be willing to travel to the regional offices as and when required;
- To contribute towards the maintenance of an effective and efficient internal control system;
- To prepare and satisfy all IT related audit requirements.

Competencies:

- Problem solving and analysing
- Applying expertise and technology
- Relating and networking
- Writing and reporting
- Working under pressure and deadline driven
- Planning and organising
- Leading and deciding.

Knowledge and Skills Required

- Knowledge of ICT governance
- PFMA, SDLA, SDA and all other legislation that is applicable to a SETA environment

Minimum Requirements

- IT Bachelor's Degree
- 3 years of IT Management experience
- 2 years of Project Management experience
- 3 years of IT technical experience
- Previous Change Management Experience

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Ideal

- SETA experience would be an advantage
- 2 year of systems development experience, web application development/LAN/WAN technical experience

Closing date for applications: **02 November 2018 at 16h30**

Please direct all applications to ICTManager@bankseta.org.za

Enquiries to: silindilez@bankseta.org.za

Note: Preference will be given to candidates who meet the requirements and in line with the BANKSETA's Employment Equity Plan. Coloured, white males/ females and candidates living with disability who meet the requirements are encouraged to apply.

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