

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



External Vacancy

The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is one of the 21 Sector Education and Training Authority (SETAs) established under the Skills Development Act No 97 of 1998 as amended and report to the Minister of Higher Education, Science and Innovation. Its headquarters are based in Noordwyk in Midrand. Applications are hereby invited from suitably qualified persons whose appointment will promote representivity to fill the vacancy below:

POSITION: Manager: Information and Communication Technology and Knowledge Management

REFERENCE NUMBER: CATHS04/2023

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: Patterson Grade D3

LOCATION: Head Office in Midrand

REPORTS TO: Executive Manager: Corporate Services

JOB SUMMARY

To provide and maintain optimum Information and Communication Technology (ICT) and Knowledge Management (KM) services within the organisation.

Key Performance Areas and Responsibilities

- Provide input into the development of the organisation's strategic and annual performance plans for the organisation;
- Ensure adherence to various pieces of legislation and macro policies;
- Ensure alignment of the Unit's activities with strategic and operational plans;
- 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 operations;
- Plan and manage the provisioning of ICT requirements for the organisation;

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso
Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuzo • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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- Ensure effective resource management and control of 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 reports are timely submitted and presented to the ICT Steering Committee meetings;
- 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 Standard Operating Procedures are in place;
- Access and disseminate institutional knowledge management information generated for both internal and external utilisation;
- Effective and efficient management of the human, financial and physical resources allocated to the Unit
- Identify risks and implement mitigating actions;
- Respond to audit reports, prepare and implement plans with clear corrective actions; and
- Maintain healthy internal and external relations (communities, government, employers, colleges, internal stakeholders) to help achieve organisational goals.

Educational Qualifications and Work Experience

- Matric Certificate plus bachelor's degree in Computer Science or equivalent and relevant qualification rated at NQF level 7 by the South African Qualifications Authority.
- Possession of COBIT and ITIL Certification and ICT Project Management will be an added advantage.
- Minimum of 5 years experience in ICT and Knowledge Management environment of which three (3) years or more was spent in junior to middle management positions managing the majority of the ICT functions and human resources.
- 2 – 3 years of experience in a SETA environment is advantageous.
- A driver's licence is required.

Skills Required

- People management and development
- Budgeting;

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- Interpersonal;
- Communication;
- Report writing;
- Conceptual and analytical thinking;
- Innovation and initiative;
- Conflict handling;
- Negotiation;
- Project management; and
- Planning and organising.

Knowledge Required

- Legislative environment governing the CATHSSETA;
- Systems and processes that apply to the public sector environment;
- Financial management.
- Corporate governance;
- Transformational leadership; Development of ICT strategies and business solutions;
- Implementation of complex infrastructure and applicable projects; and
- Strategy development and implementation.

Personal Attributes

- Relationship building and partnership;
- Customer focus and loyalty;
- Quality concern and attention to detail;
- Ability to work under pressure and meet deadlines;
- Honesty and integrity;
- Reliable; and
- Respect.

Applications are to reach CATHSSETA by 16h00 on Tuesday, 25 July 2023. Any applications received thereafter will be not considered.

CATHSSETA is an equal opportunity employer committed to the principles of Employment Equity. The applicants are responsible for familiarising themselves with the specific details of the positions they are applying for.

External Advert: Manager – ICT & KM

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Applications must be accompanied by a **signed application form indicating the position you are applying for, and a detailed CV (in a Word format)**. Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to CSrecruit@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. The applicant must 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 of an interview at CATHSSETA's convenience. CATHSSETA reserves the right not to make an appointment.

Any queries may be directed telephonically to Ms N Xhalabile on 011 217 0600. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

Approved
[Signature] 08/07/2023