



VACANCY

SENIOR MANAGER – DIGITAL SOLUTIONS (HEAD OFFICE) 5 YEAR FIXED TERM CONTRACT: GRADE 18 (Total Cost to Company)

The role is responsible for leading, directing, and managing the Information and Communication Technology function of the Corporation. The role entails spearheading the implementation of core business and productivity support technologies and systems. The incumbent will be responsible for managing organisation-wide ICT infrastructure, networks, systems and applications support for the Corporation including the InvestSA EC One-Stop-Shop (OSS). The incumbent will be responsible for the effective hosting, technical maintenance and systems and information protection for the ECDC, InvestSA EC OSS and associated operations of the Corporation. The role will provide support to the ECDC efforts relating to digital economy initiatives. The incumbent will also take charge of the identification, acquisition, and maintenance arrangements relating to ICT business systems and support infrastructure.

KEY DUTIES AND RESPONSIBILITIES

The Key Performance Areas will encompass:

Strategic Planning and Governance

- Provide input to the organisational strategy, as well as reviewing organisational activities and recommend corrective actions if necessary.
- Develop unit operational plans and align all activities undertaken in the unit to ensure delivery of corporate objectives.
- Develop and manage ICT related risks as part of the enterprise-wide risk management framework.
- Enhance and implement relevant Treasury regulations, systems, processes, procedures, tools, and control systems.
- Ensure monthly, quarterly, and annual reports are prepared accurately, maintained, and submitted timeously to all stakeholders.
- Implement controls within the section which minimize potential risk to clients and stakeholders.
- Manage preparation and support of all internal and external audits.
- Participate in management fora within ECDC, contributing expertise to enable sound decision making.
- Develop and manage relationships with all internal and external stakeholders.

ICT strategic planning, development and implementation

- Envision and deliver technology solutions and services that meet current and future business needs.
- Participate in strategic and operational governance processes of the company as a member of the management team.
- Lead ICT strategic and operational planning to achieve business goals by fostering innovation, prioritizing ICT initiatives, and coordinating the evaluation, deployment, and management of current and future ICT systems across the organization.
- Develop and maintain an appropriate ICT organizational structure that supports the needs of the organization.
- Produce performance reports on strategic activities for submission to the Executive Manager: Corporate Services, EXMA, Audit and Risk Committee and the Board
- Provide strategic advice to the business pertaining to ICT related matters.

- Develop the ICT implementation plan to facilitate strategy implementation by identifying key activities, deliverables and timeframes for implementation.
- Plan and develop measures required to support the roll-out of enterprise finance aligned to operational plans and the ECDC strategy.

ICT Management and strategic direction

- Identify opportunities for the appropriate and cost-effective investment of financial resources in ICT systems and resources, including staffing, sourcing, and purchasing.
- Assess and communicate risks associated with ICT investments.
- Develop, track and control the information and communication technology annual operating budget.
- Direct development and execution of company-wide disaster recovery and business continuity plan.
- Coordinate and facilitate consultation with stakeholders to define business and systems requirements for new technology implementations and deployment.
- Ensure ICT system operation adheres to applicable laws and regulations of the country, the city and the company.
- Promote and oversee strategic relationships between internal ICT resources and external entities, including government, vendors, and partner organizations.
- Collaborate with the departmental heads to develop and maintain a technology plan that supports organizational needs.
- Collaborate with senior management to recommend and approve procedural and security standards for information and communication technology functions to protect the security of the company data.
- Analyse and improve upon technology standards across the company to maintain a technological and competitive edge within the market.
- Act as primary liaison for the company's technology vision via regular written and in-person communications with the company's Board of Directors, Executives, department heads, and end users.

Contract Management and ICT Governance

- Manage the contracts of service providers by drafting the correct scope in the contract, identifying service level standards and contract requirements and monitoring compliance with the contract as required.
- Manage contractual non-performance by addressing the non-compliance with the service providers, implementing corrective action in line with the contract and taking any necessary steps to resolve the issue or terminate the contract as required.
- Develop and ensure compliance with appropriate governance frameworks, policies and procedures.
- Produce performance quarterly reports to the ICT Steering Committee and monthly operational reports to the Executive Manager: Corporate Service:
 - Identify risk and formulate risk mitigating strategies.
 - Identity broad risk for the organisation
 - Identify specific ICT risk.
 - Formulate strategies to deal with the risk.
- Manage the execution of risk mitigation strategies and controls.
- Manage the alignment of ICT policies and procedures to the legislative framework.

Architectural Project Management

- Lead creative approaches to problems solving, as well as the development of quality deliverables, supporting ICT Architecture strategic initiatives.
- Collaborate with key stakeholders to translate strategic requirements into a usable and living ICT architecture that is managed using various artefacts such as technology information models.
- Respond to change and lead multiple projects simultaneously with minimal direction.
- Server as a thought leader, mentor and advocate of best practices concerning ICT architecture and technology.
- Provide ICT architecture oversight and support to solution delivery teams.
- Ensure that all ICT architecture design and analysis work is documented and stored appropriately.
- Maintain awareness and knowledge of the emerging trends in digital technologies.
- Apply learning in the establishment of new innovative technology solutions supporting business needs.
- Proactively monitor practical initiatives embarked upon within the ECDC which affect ICT architecture and technology management and manage or mitigate any negative implications.

Budget Management of Unit

- Manage, control the capital and operational budget of the department to ensure effective and efficient functioning within budgetary constraints of ECDC.
- Evaluate the unit's performance against the approved budget and addressing deviations/variances.
- Monitor, recommend and implement corrective measures to rectify deviations/acts contrary to budgetary provisions, financial regulations, audit requirements and departmental procedures.
- Authorise requisitions, payments, etc. regarding expenditure as delegated.
- Prepare and present reports detailing the status of expenditure and availability of funds for current and short-term interventions.
- Prepare budget transfer requests and submit for approval.
- Sound planning and forecasting of capital expenditure within area of responsibility.

People Management

- Assign responsibilities and ensure effective task authorisation protocols are in place.
- Implement staff development and training to achieve overall organisational objectives.
- Develop and implement succession plans.
- Adhere to employment equity and recruitment policies.
- Manage the performance of direct and indirect reports in accordance with the ECDC performance management policy and procedure.
- Identify training and development needs, implementing plans to address requirements, as appropriate.
- Manage discipline and absenteeism in accordance with organizational codes and procedures.
- Motivate staff through the implementation of various reward mechanisms.

Customer and Stakeholder Management

- Conduct stakeholder mapping and relationship building sessions for purposes of establishing expectations and feedback on ECDC regional performance.
- Build and lead an effective team that works collaboratively with others toward achieving organisational goals.
- Gauge the performance of various teams and recommend areas that need improvement and changes to achieve the expected targets.
- Identify and facilitate staff development and training interventions to achieve overall organisational objectives.

- Provide exemplary advice and support to the CEO, Board and Senior Management team in relation to stakeholder engagement issues and activities.
- Arrange, attend, and contribute to meetings with key stakeholders and manage expectations.

MINIMUM REQUIREMENTS

- A degree in Information and Communication Technology (ICT) field and a relevant post graduate degree
- Minimum of 10 years working experience in an information technology environment of which 5 years at a middle management or senior consultancy level.

This is a fixed term contract position, and the successful candidate will be subjected to signing of a performance contract and verification of qualifications. If you have not been contacted within 8 weeks after the closing date of the advertisement, please regard your application as unsuccessful.

In making these appointments, the ECDC reserves the right to apply the principles enshrined in the Employment Equity Act, its policies and plans.

Please send your detailed CV and certified copies of qualifications to
The Human Resources Department
Tel : (043) 704 5783
Email : humanresources@ecdc.co.za
Closing date : 23 March 2024