

**NYDA JOB DESCRIPTION**

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| **Job Description: ICT Specialist** | | | | |
| Section A: JOB INFORMATION SUMMARY | | | | |
| **Job Title:** | ICT Steering Committee Specialist | | **Job Grade:** | n/a |
| **Job Holder Name:** |  | | | |
| **Level:** | Non-Executive Board Member | | | |
| **Date:** | 16 April 2025 | | | |
| **Location** | Head Office – Sunninghill | | | |
| **Division or Cluster:** | Executive Director’s Office | | | |
| **Seconded to:** |  | | | |
| **Reports to:** | Board of Directors | | **Name** |  |
| **Location:** | n/a | | | |
| **No. of positions in the Division or Cluster:** | 1 | | | |
| **Type of contract:** | Full Time – Permanent | Fixed Term Contract **X** | | Temporary |
| **Contract period:** |  | | | |

**Key Job Purpose:**

Advise the Committee on strategic oversight and leadership within an organisation's Information and Communication Technology (ICT) initiatives. ensure that ICT strategies align with the organization's overall business goals, monitor ICT performance, and manage ICT-related risks. providing guidance on ICT policies, standards, and initiatives, as well as advocating for the responsible use of ICT within the organisation.

NYDA: Job Description Date: 15 April 2025 Page 1 of 6

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| **Key Outcomes: (what deliverables are required to achieve job purpose)**   * Providing oversight on the management and use of ICT in the department. * Providing strategic leadership towards the digitalisation of the department, including ICT projects and services. * Monitoring the joint ICT planning and resourcing of the ICT programme across the department. * Monitoring the implementation of approved plans, policies, strategies. * Monitoring that ICT related business risks are mitigated, benefits realisation from the ICT investments (portfolio of ICT projects), and audit issues from assurance providers; and * Providing recommendations to ICTSC on pertinent ICT issues, including ICT strategies and plans. Experience in serving as a governance structure in a government institution will be an added advantage. |
| **Key Roles: (what role does one must play to deliver the outcomes)**   * Adviser * Communicator * Researcher * Planner * Strategic |
| **Direct Reports: None**  **Indirect Reports: None** |

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| **Section B: DETAILED OUTLINE** | |
| **Outcomes** | **Key Activities**  **(what activities are relevant to deliver the outcomes)** |
| KPA 1: | * The ICT Steering Committee was established to oversee on behalf of the NYDA Board the execution of the IT related decisions across the NYDA within the authorities delegated to the Committee by the NYDA Board |

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| **Section C: SERVICE DELIVERY AND PERFORMANCE STANDARDS (KPIs)** | |
| **Outcomes** | **Key Performance Indicators (KPI’s)**  (What will tell that one is achieving the outcome) |
| KPI 1:  The ICT Steering Committee has to oversee on behalf of the NYDA Board the execution of the IT related decisions across the NYDA within the authorities delegated to the Committee by the NYDA Board. | * Coordinate development of CGICT Policy. * Coordinate planning based on direction received from the ICT Strategic Committee. * Determine, prioritise and recommend plans, policies, strategies, resource/capacity requirements, portfolios of ICT projects and risk management to ICT Strategic Committee and/or HoD. * Oversee the identification of the ICT prescriptive environment. Oversee the implementation of approved plans, policies, strategies, resource/capacity requirements, risk management, benefits realisation, portfolios of ICT projects, internal and external audits. * Determine the monitoring criteria and related reporting requirements and processes for conformance, performance and assurance. * Provide direction to all ICT related decisions that may have an impact on the business operations and culture of the department that is escalated to the Committee. * Determine the change management requirements for the implementation of CGICT and report to Strategic Committee, Conformance, performance and assurance monitoring and reporting to ICT Strategic Committee. * Oversee and report on the change management implementation for the implementation of CGICT. |
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| **Section D: INHERENT JOB REQUIREMENTS** | | | | | | |
| **Competencies:**  **Level of Proficiency: 1 - Can acquire on the job; 2 - Some proficiency; 3 - Moderate proficiency; 4 - Strong proficiency; 5 - Expert proficiency** | | | | | | |
| **D1**. **Managerial Competencies** | | | **D2.Generic Competencies** | | | |
| **Competency** | **Level of**  **Proficiency**  **(1-5)** | | **Competency** | | | **Level of Proficiency (1-5)** |
| * Leadership * Project management * Training and development * Strategic | | 3  3  3  5 | * Consultation * Communication skills * Diversity management * Presentation skills * Effectiveness * Efficiency * Detail oriented * Goal oriented * Problem solving * Punctual and timeliness * Self-motivation * Willingness to learn * Organisational commitment | |  | 3  5  4  3  4  4  4  5  3  5  4  4  3 |
| **D3**. **Technical skills and knowledge** | | |  | |  | |
| **Knowledge** | |  | **Skills** | | **D4. Attributes** | |
| **Competency** | | **Level of**  **Proficiency (1-5)** | **Competency** | **Level of**  **Proficiency (1-5)** |  | |
| * Adequate experience within a unionised environment * Knowledge of organisation’s   policies   * Knowledge of ICT Governance and Frameworks * Knowledge of LRA * Knowledge of recruitment processes and trends | | 4    3    3  3  3 | * Administration * Computer literacy * Contract management and administration * Mobilizing resources * Understand operations, roles and   responsibilities   * Compliant to policies and legislations * Political awareness | 5  4  3    3  4    3    3 | * Initiative * Confidentiality * Well presented * Deadline driven * Reliable * Dependable | |

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| **D5. Qualification and Experience:** |
| **Minimum Qualification:**   * ICT NQF level 7, * Recognized Prior Learning     **Preferred Qualification:**   * ICT NQF level 8 qualification, A minimum of a postgraduate degree in Information Technology or Computer Science.   **Relevant experience:**  Relevant experience: At least 10 years working experience in a ICT corporate/public sector organization as well as leading practices in ICT Governance, 5 years' experience at Senior Management level gained within any of the following areas: IT industry legislation, IT policy frameworks and best practices, IT governance principles and processes, Cyber security, Enterprise and IT architecture, Development of IT frameworks, policies and processes, IT risk management, ITIL processes, and Implementation of IT strategies and plans.  Industry related certifications such as CISA, Chartered CIO, Pr.CIO, CGEIT, COBIT, CISM, will be an added advantage.  Preference will be given to candidates who are certified in the Governance of Enterprise IT (CGEIT) |

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| **Section E: KEY RELATIONSHIP INTERFACES** | |  | |
| **Internal Relationships - other than reporting lines (manager and subordinates).** | | **External Relationships (With Local/Provincial structures and other key parties, specify)** | |
|  | * ICT Steering Committee Members * NYDA Board of Directors * Company Secretary * Board Committee Secretary * Chief Executive Officer * Chief Information officer * CFO |  | Professional Bodies |

*\*These are relationships where the incumbent will be working closely to influence or determine the results of this job.**These are make or break relationships who may best complete a 360 degree performance assessment.*

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| Signed by:  (**Job Holder)** | Authorised by: |
| Date: | Date: |