



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

VACANCY

Position: IT Manager
Reporting to: Chief Financial Officer
Job Ref: RECR/ITM 001

Provide an effective and efficient ICT service in terms of systems and processes to support the business requirements of the NFVF.

Qualification & Experience:

- Honors Degree in Information Technology or equivalent;
- Certification/Accreditation in ICT;
- At least 10 years' experience in the ICT domain, with 5 years management experience;
- Experience in the management, implementation and maintenance of systems in the public sector;
- Experience in Public Sector Regulation (PFMA, ICT Governance, Cobit and equivalent);
- Experience in Project Management of ICT Systems;
- Experience in Sage, VIP; and
- Experience in interfacing with National Treasury with regard to systems and technologies.

Key Responsibilities:

Demonstrated skills, knowledge, and experience in the following:

- Develop and implement the ICT strategic plan aligned to the organisation's Annual Performance Plans and Strategic Plans;
- Develop and implement the IT governance framework;

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Councillors:

Ms Tholoana Rose Ncheke (Chairperson); Dr Jeremiah Mofokeng (Deputy Chairperson); Ms Julie Hall; Ms Marjorie Letoaba; Ms Nomfundo Matlala; Mr Sibongiseni Mkhungo; Mr Maijang Mpherwane; Adv Senzo Ncube; Mr Louis Seeco; Ms Lala Tuku
Chief Executive Officer: Ms Makhosazana Khanyile

- Review/Develop and implement IT policies;
- Review/Develop and implement business continuity plans and policy;
- Review/Develop and implement disaster recovery plans;
- Develop and implement ICT Standard Operating Procedures and Processes;
- Implement and maintain ICT platforms for internet access, emails etc.;
- Provide ICT support to the business;
- Manage external IT service providers (e.g. Vox for internet) and ensure compliance with SLA's;
- Ensure SLA's are in place and, together with the Supply Chain Management, monitor performance against these;
- Negotiate service level contracts and provide recommendations to the CFO and/or CEO;
- Management of ICT related projects for the organisation ensuring appropriate stakeholder involvement;
- Oversee and co-ordinate risk management in terms of ICT;
- Maintain an operational risk register for the IT business unit with treatment plans;
- Submit a quarterly review of the risk register, treatment plans and audit action plan for review by the CFO;
- Undertake a quarterly review of ICT assets;
- Maintain ICT asset register;
- Where applicable, ensure performance contracts and reviews for subordinate staff take place in terms of policy;
- Provide input into performance appraisal reports; and
- Identify training and development needs and opportunities for subordinate staff.

Requirements:

- Practical knowledge of information systems;
- In depth knowledge of risk management practice;
- Knowledge and experience the film industry would be an added advantage;
- Demonstrate high integrity and honesty;
- Ability to strategize and solve problems;
- Strong leadership and organizational skills;
- Exceptional communication and people skills; and
- Results-oriented, strategic thinker and planner.

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za or fax on **086 519 7585** no later than **29 May 2022** quoting a relevant reference number.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).