

Job Specification & Recruiting Profile of Vacancy

10 July 2024

The following vacancy exists at the NSFAS Head Office in Cape Town.

Position	Chief Information Officer	Type and Grade	Executive role reporting to the Chief Executive Officer 5 years Fixed Term Contract, E3
Vacancy No	24 of 2024/25	Department & Unit	Information & Communication Technology

POSITION OVERVIEW:

The Chief Information Officer will be responsible for ensuring that required fit-for-purpose technology solutions are provided and maintained to support the delivery of business strategy and operations.

RESPONSIBILITIES:

Core Strategic Objectives

- Develop and implement IT strategies that align with the organization's overall goals and objectives.
- Provide leadership and vision in the development and implementation of IT initiatives.
- Advise senior management on strategic technology initiatives.
- Identify opportunities for technological innovation and drive its implementation.

- Develop and analyse metrics to measure ICT effectiveness.

Technology Management

- Ensure the digitalisation of all key NFSAS processes.
- Oversee the selection, implementation, and maintenance of technology solutions.
- Oversee the deployment of technology interventions across the organisation to ensure optimal performance, drive efficiencies, and digital transformation.
- Ensure the reliability, security, and scalability of IT infrastructure.
- Select and implement suitable technology systems to streamline all internal operations and processes and to facilitate integration into the technology systems of partner education institutions.

Project Management:

- Oversee the planning, execution, and delivery of IT projects.
- Ensure projects are completed on time, within scope, and within budget.
- Implement project management best practices and methodologies.

Governance

- Draft and manage Service Level Agreements with internal and external clients.
- Be responsible for the implementation of ICT governance, risk awareness and management and compliance frameworks
- Develop, policies, procedures and performance standards in line with the organisation's business model and drive the implementation of the above.
- Compile risk registers and risk mitigation plans
- Provide updates and reports to the Management Committee, Board and relevant Committees in accordance with the organisational and PFMA requirements.

People management and ethical leadership

- Lead and manage the ICT Department including technical professionals and specialists.
- Develop the organisation's ICT human capital.
- Ensure compliance with HR standards and requirements.
- Attract recruit, develop, engage and retain required managers and employees within ICT and provides mentoring and coaching where required.
- Drive a culture of high performance and customer-centricity within ICT.
- Be a member of the executive management, reporting to the CEO.
- Champions and demonstrates NSFAS leadership behaviours and values.

Finance

- Develop and implement requisite budget.
- Provide effective financial control, management of costs and internal controls.
- Manage the IT budget, ensuring cost-effectiveness and alignment with the organization's financial goals.
- Reports and accounts on ICT budgets, forecasts and expenditures as and when required by statute, the Executive and Board.

Stakeholder management

- Collaborate with other executives and department leaders to understand their technology needs and priorities.
- Communicate IT strategies, initiatives, and performance to stakeholders, including the board of directors.
- Build and maintain relationships with external partners, vendors, and service providers.
- Participates in the strategic positioning of NSFAS and promotes the enterprise with relevant

internal and external stakeholders.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Minimum Qualifications

- Postgraduate qualification in Information Technology or related field.

Knowledge and Experience

- A minimum of 5 years Chief Information Officer or Executive management experience in ICT.
- Reasonable understanding of procedures and statutory requirements applicable to Schedule 3(A) public entities
- Good knowledge of governance, risk and organisational performance management principles
- Knowledge of the public sector

Competencies

- Decisiveness
 - Accurate understanding
 - Building sustainability and innovation
 - Conceptual thinking
 - Striving for excellence
 - Fairness and transparency
 - Honesty and integrity
 - Leveraging diversity
-

- Mobilising teams

Technical Competencies

- Business acumen
- Effective business communication
- Financial control
- Performance reporting
- Development of policies and procedures
- Managerial budgeting
- Problem analysis and judgement
- Strategic and operational planning

Compliance Competencies

- Must have security clearance ideally Government Top Secret clearance or obtain the security clearance within 12 months of employment

REMUNERATION & BENEFITS

NSFAS offer a Competitive Remuneration Package which is negotiable.

The position is offered on a 5-year fixed-term contract with a Total Cost to Company package.

PLEASE NOTE

Closing date: 21 July 2024

Interested applicants must complete and submit an **Employment Application Form** available on the NSFAS website. The form must be supported by a detailed Curriculum Vitae which includes amongst

other things the vacancy name/position title you are responding to, copies of academic qualifications, Identity Document, and names of three contactable referees. The response must be addressed to the attention of Ms. Thokozile Mnikina via the following email address: jobs@nsfas.org.za

Please note the following contact details are for enquiries about **JOB CONTENT ONLY** and NOT for application purposes.

For Enquiries please contact: Email: thokozilem@nsfas.org.za

The NSFAS does not consider late applications. The NSFAS talent acquisition team only corresponds with shortlisted Candidates. Should you not hear from the NSFAS talent acquisition team within 2 months from the closing date, please consider your application unsuccessful.

**** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations ****

"NSFAS is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the organisation through filling of this position and candidates whose appointment will promote representivity will receive preference
