



**PERMANENT POSITION: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SPECIALIST  
REPORTING TO: CHIEF EXECUTIVE OFFICER  
BASED IN: CAPE TOWN  
SALARY LEVEL 11: R811 560,00 – R952 485,00 (TOTAL COST TO COMPANY PER ANNUM)**

The Financial and Fiscal Commission (FFC) is a constitutional institution mandated by the Constitution of the Republic of South Africa, 1996. The FFC makes recommendations and give advice to the three spheres of Government on financial and fiscal matters.

The Commission requires the services of an ICT Specialist. The primary purpose of the job is to provide effective and efficient support services in the ICT strategy, management, service delivery and implementation of ICT good standards and practices and ensuring that ICT supports the FFC mandate and strategy.

Ensure that the organisation fulfils its mandate as set out in chapter 13 of the Constitution of the Republic of South Africa, 1996 as amended.

#### MINIMUM REQUIREMENTS

- Bachelor's Degree in Information Technology/ Information Systems/ Computer Science
- Certificate in cyber security
- Microsoft 365 Certified: Administrator Expert
- Five (5) years' experience in Information and Communication Technology of which two (2) years must be at a supervisor level

#### EXPERIENCE

- The following will be an advantage-
  - Windows Server certification.
  - Certificate in Microsoft Azure Administrator Associate.
  - ITIL Project Management, will be an advantage.
- Able to perform security analysis.
- Excellent project management and organisational skills.
- Strong analytical and problem resolving skills.
- Ability to maintain high level of confidentiality and top secret.

#### COMPETENCIES

- Public Administration
- Communication
- Ethics and Integrity
- Knowledge of current technological developments and trends in the area of expertise

- Ability to analyse and assess network architecture requirements and determine optimum, cost-effective solutions
- Information technology standards and governance (ISO standards, ITIL, COBIT)
- Manage development and implementation activities for business applications
- Functional business applications support

#### PERFORMANCE AREAS

- ICT Contract Management
  - Participate in the acquisition process for ICT services within the FFC internal protocols.
  - Ensure implementation of ICT related contracts including Service Level Agreements.
  - Resolve and manage all challenges in relation to ICT contracts.
  - Provide and execute processes and standards for the implementation, maintenance and support of ICT services.
- ICT Management
  - Manage the provision of ICT services and technologies, desktop support, and office automation.
  - Server management, Office 365 administration, ICT license and migration management.
  - Ensure ICT tangible and intangible asset management.
  - Oversee the planning, designing, implementation and monitoring of identified projects.
- Hardware And Software Management
  - Configure technical software to related hardware installed (devices drivers).
  - Document Standard Operation Procedures for hardware configuration and installation.
  - Install desktop operating system support.
  - Website management and maintenance.
  - Ensure the optimum provisioning of services through design, planning, acquisition and implementation of technology solutions.
  - Understanding of Server Support solutions, System performance and security.
  - Understanding of Enterprise LAN Infrastructure Services and Technology solutions

***If you wish to apply, please e-mail [janet@executiveconnections.co.za](mailto:janet@executiveconnections.co.za). Applications must be accompanied by a curriculum vitae containing two contactable references, certified copies of qualifications and certified copy of identity document. Please take note that qualifications and citizenship checks will be conducted on short-listed/recommended candidates and, where applicable, additional checks will be conducted. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback within 3 (three) months of the closing date, please regard your application as unsuccessful.***

***FFC aims to meet its equity objectives and is committed to the promotion of a representative workforce in terms of the relevant legislation. Preference will be given to African males and females; and people living with disabilities to achieve the objectives of employment equity***

**Closing date for application: 29 March 2024**

**No late applications will be accepted.**