



The Financial and Fiscal Commission (FFC) exists to provide proactive, expert and independent advice to promote the Intergovernmental Fiscal Relations (IGFR) System in South Africa, through empirical policy analysis and to ensure the realisation of our Constitutional values. The vision is to provide influential advice to promote an equitable, efficient and sustainable Intergovernmental Fiscal Relations system.

INFORMATION AND COMMUNICATION TECHNOLOGY SPECIALIST

(12 MONTHS CONTRACT)

Ref: 007/2022

Salary Range – R 744 255.00 – R 876 705.00 pa (All-inclusive package)

Financial and Fiscal Commission (FFC) is seeking to appoint an enthusiastic and goal driven individual with high levels of information technology skills for **Information and Communication Technology Specialist** position to ensure the accessibility of adequate technological requirements to achieve the FFC's strategic goals and objectives on a **twelve (12) months fixed-term contract, with a possibility of contract extension.**

1. THE PURPOSE OF THE POSITION

This position is responsible to play a proactive role in information and communication technology (ICT) strategy, management, service delivery and implementation of ICT good standards and practices and ensuring that ICT supports the organisational mandate and strategy.

2. LOCATION: CAPE TOWN OFFICE

3. MINIMUM REQUIREMENTS

- Bachelor's Degree/ Advanced Diploma/ B Tech/ NQF Level 7 (360 credits) in Information Technology/ Computer Science
- 5 years working experience in information and communication technology environment
- 2 years of which should be at Junior Management Level will be added advantage
- Experience in ICT related contract management.
- Knowledge of current technological developments and trends in the area of expertise
- Knowledge and understanding of a range of computer and networking software, hardware systems and related technologies

- Ability to analyse and assess network architecture requirements and determine optimum, cost-effective solutions
- Knowledge of information technology standards and governance (ISO standards, ITIL, COBIT, etc.)
- Functional business applications support
- Project management and forward-thinking skills.
- Leadership style inspirational with a balance of strategic skills and strong 'people' orientation.
- Well rounded, resilient and self-aware individual who is open to change and personal development.

4. KEY RESPONSIBILITIES

The key outputs of Information and Communication Technology Specialist are but not limited to:

- **ICT Contract Management:** ▪ Participate in the acquisition process for Information and Communication Technology services when applicable; ▪ Monitor ICT service provider performance against agreed service level agreement; ▪ Monitor compliance with agreements and manage changes to ensure that the services delivered meet all requirements agreed with the third party; ▪ Reviewing service reports produced by the third parties and arranges regular progress meetings as required by the agreements; ▪ Serve as a liaison between the business community and the IT service providers in order to provide technical solutions to meet user needs.
- **ICT Management:** ▪ Manage the provision of ICT services and technologies, desktop support, and office automation; ▪ Server and migration management; ▪ ICT tangible and intangible asset management; ▪ Ensure that ICT infrastructure and data centres are adequately supported and maintained, to ensure a well-managed ICT system.
- **Business Requirements Management:** ▪ Translates high level business requirements into functional specifications for the ICT service provider and manages changes to such specifications; ▪ Acts as a focal point for communicating related system problems and collaborates with ICT Service providers on changes, fixes, and updates; ▪ Ensures that products, applications, and systems are in compliance with established quality standards, and meet customer requirements.
- **Hardware and software Management:** ▪ Make recommendations through research into current and future hardware technologies; ▪ Configuring technical software which is related to

the new hardware installed (devices drivers); ▪ Documenting Standard Operation Procedures with regard to Hardware configuration and installation; ▪ Install Desktop Operating System support.

- **ICT related Procurement Processes:** ▪ Provide guidance and assist in the procurement of information and communication technologies services to ensure procured quality services with cost effectiveness; ▪ Consulting service providers and suppliers, regarding specifications, orders, and general requirements.
- **Risk Assessment and Treatment:** ▪ Perform periodic ICT risk assessments; ▪ Apply appropriate controls to reduce ICT security risks; ▪ Treating information technology risks through acceptance avoidance or transference; ▪ Develop the business continuity and recovery plan for ICT.
- **Continuous improvement on service delivery:** Assess current ICT systems and processes and provide recommendations for any improvement required to Executive Manager; ▪ Constantly reviewing and evaluating existing ICT services for continuous improvement in service provision

Applications: Interested applicants must submit a covering letter using the advert reference number, indicating how they will fulfil the above responsibilities, together with a comprehensive Curriculum Vitae to the e-mailed recruitment@ffc.co.za

Closing date: 18 July 2022. No late applications will be accepted.

Enquiries can be directed to: Human Resources at 010 745 2217.

Qualifications and other 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 any foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Only shortlisted candidates will be required to submit certified proof of qualifications, and a copy of ID.

The FFC is an equal opportunity, affirmative action employer and reserves the right not to make an appointment. Women and people with disabilities are invited to apply.

Should you not receive any correspondence / communication from the FFC one month after the closing date, please consider your application as unsuccessful.