



SCI-BONO DISCOVERY CENTRE NPC

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PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

MANAGER: IT FIXED TERM CONTRACT (5 YEARS)

JOB PURPOSE

To oversee the use of Information technology (IT) and devise the company's IT strategy to ensure that all systems necessary to support Sci-Bono's operations and objectives are in place.

PRINCIPAL ACCOUNTABILITIES

STRATEGY

- Develop Governance and Management Framework for IT
- Set objectives and strategies for the IT department.
- Work with senior management and other peers for strategy development and execution planning
- Devise and establish IT policies and systems to support the implementation of strategies.
- Select and implement suitable technology to streamline all internal operations and help optimize their strategic benefits.
- Design and customize technological systems and platforms to improve customer experience.
- Plan the implementation of new systems and provide guidance to IT professionals and other staff within the organization.
- Direct, organize and oversee IT-related projects.
- Monitor changes or advancements in technology to discover ways the company can gain competitive advantage.
- Analyse costs, value, and risks of information technology to advise management and suggest actions.
- Work across Advise on purchases of IT equipment and software and establish partnerships with providers IT
- Oversee the IT infrastructure (networks, computer systems, security systems, etc in the organization to ensure optimal performance functions with peers in other groups/departments to ensure collaboration for shared goals.

IMPLEMENTS IT OPERATIONS PLANS

- Oversee all technology operations (e.g., network security) and evaluate them according to established goals.
- Maintain organization's effectiveness and efficiency by defining, delivering, and supporting operational plans for implementing information technologies.
- Plan, organize, control, and evaluate IT and electronic data operations.
- Oversee the development and maintenance of the IT strategic plan.
- Ensure clarity around priorities and goals for the IT Department
- Design, develop, implement, and coordinate systems, policies, and procedures.
- Ensure a stable IT infrastructure environment is maintained.

BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle | Nomndeni Banda
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsobi (CEO)

MANAGES THE PROVISIONING OF HIGH INFRASTRUCTURE AVAILABILITY TO THE BUSINESS

- Manage and implement the necessary structures to ensure optimal usage and availability of LAN and WAN network environment.

MANAGES ASSETS AND IT INFRASTRUCTURE

- Analyse the business requirements of all departments to determine their technology needs.
- Ensure that accurate infrastructure inventory is kept and keep records of the Company staff's hardware.

MANAGES SUPPORT TEAM

- Manage, provide support and coaching to subordinates which contribute to the achievement of improved performance.

EDUCATION AND EXPERIENCE

- Relevant post graduate qualification or equivalent. BSc/BA in Computer Science, Computer / IT engineering, or relevant field;
- IT Industry Certification (e.g., Cisco, CompTIA, EC Council)
- 5 years proven experience in a similar managerial role.

KNOWLEDGE/SKILLS

- Excellent knowledge of IT systems and infrastructure
- Background in designing/developing IT systems and planning IT implementation.
- Solid understanding of data analysis, budgeting and business operations
- Superior analytical and problem-solving capabilities
- A strong strategic and business mindset
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities

The Sci-Bono Discovery Centre is an equal opportunity employer, guided by the principles of Employment Equity. This appointment will be made in the context of the Employment Equity Plan.

Interested and qualified candidates are invited to email CV's to the: Human Resources Office – ATT: Human Resources Department adverts@tafadzwa.co.za with Refence Number REC/VR_20231120-01. Only CVs submitted with the correct reference number will be attended to.

The closing date for applications will be 29 November 2023 at 23:59pm. CAT.

Disclaimer: Communication will be entered into with short listed candidates only.

Only candidates meeting the requirements need to apply. If you have not received a response from us within four (4) weeks from the closing date, then kindly consider your application unsuccessful.

NB. SCI-BONO ALSO RESERVES THE RIGHT TO WITHDRAW OR RE-ADVERTISE THE POSITION AT ANY TIME.