

JOB DESCRIPTION

REFERENCE NUMBER:	AP1116
JOB TITLE:	Director: Information and Communication Technologies (5 Year – Fixed Term)
LOCATION:	Eastern Cape: All campuses of the university
BACKGROUND TO POSITION:	The University of Fort Hare since its foundation has been a beacon of excellence and hope, a lodestar for national and continental regeneration. For that reason, its new Strategic Plan, <i>Towards a Decade of Renewal, 2022-2026</i> is critical in steering the future of our iconic institution. <i>A Decade of Renewal, Be a part of it!</i> This senior ICT strategic leadership post, reports to the Executive Director for Infrastructure & Technology, directs the institutional digital transformation & ICT strategy in alignment with institutional goals comprising of: ○ The transformation to digitized platforms & tools for Teaching & Learning, Research, Administration and Operations. ○ Setting in place ICT governance & compliance, which underpins digital transformation. ○ Implementing & monitoring cost & operational efficiencies through the use of digital tools, innovation and sustainable evolution to digitised platforms. ○ Providing technical leadership and strategic input in the alignment of ICT Enterprise systems, networks, data architecture and ICT support to the institution by: a) Being accountable for up-time & redundancy of mission critical systems & networks, b) Directing the safe management & storage of data for the institution, c) Monitoring the achievement of ICT & digital platforms value propositions, d) Monitoring an ICT portfolio of prioritised systems interventions, e) Maintaining efficient & ICT enabled business processes for the institution, f) Being accountable for ICT risk strategy planning & implementation, inclusive of cyber security and business continuity.

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KEY PERFORMANCE AREAS:

KPA 1) Direct ICT for the University of Fort Hare

- Play a key role in shaping the strategic direction for digitised ICT of the institution.
- Govern the implementation of policies & strategies agreed by Council / Senate.
- Promote the institution's reputational profile through networks & partnerships.
- Provide oversight, leadership & guidance to units under area of responsibility.
- Play a key role in executive/governance committee.
- Direct the leadership resources as per structure.
- Monitor the achievement of the unit's strategic plan achievement.

KPA 2) Medium to Long- term ICT Conceptualisation & Visioning

- Formulate & review ICT strategies aligned with vision & mission.
- Approve implementation of structures, resources & systems for the operation of the portfolio of ICT programs & projects.
- Collaborate with senior stakeholders in aligning ICT functions with institutional goals.
- Conduct regular strategic alignment reviews.
- Provide regular feedback to senior stakeholders on plan implementation.

KPA 3) Strategic Financial Business Planning & Budgeting

- Conduct long-term financial projections & planning.
- Lead resource management processes.
- Lead strategic cost management processes.
- Allocate & re-allocate funds & resources based on portfolio needs & requirements.
- Approve financial strategies in conjunction with senior stakeholders.
- Obtain approval for annual budgets from executive committee.
- Exercise prudent budgetary control.
- Approve large payments, assets procurement & services.
- Report on financial & budgetary objectives/plans.

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KPA 4) Organisational Leadership Management

- Plan leadership talent, succession and development based on strategy.
- Direct preventative & mitigation strategies for anticipated talent risks.
- Recruit, select & appoint a leadership team based on the approved Resource Plan.
- Build & direct the leadership team in portfolio structure.
- Manage performance management aligned with the Performance Management System.
- Direct talent competence, skills & performance levels aligned with strategy.
- Submit succession & development plan progress reports to senior leadership

KPA 5) Strategic Relationship Development

- Participate in key institutional policy and decision-making bodies.
- Develop & foster partnerships with local & international academic institutions.
- Engage with industry/government stakeholders aligned with the business area.
- Participate in related industry forums.

KPA 6) Direct Digital Transformation Strategies for the institution

- Remain abreast with new & leading developments for digitisation in higher education to ensure effective implementation of digital transformation strategies for the institution.

KPA 7) Direct Institutional Information and Communication Technology (ICT) Leadership

- Accountable (together with the Executive Director) for the Information & Communications Strategy and Goal achievement of the institution.
- Accountable for Information & Communication Technology policies & procedures.
- Have metrics in place for monitoring ICT effectiveness, costs & reliability.
- Initiate training for ICT security awareness for students and institutional staff.
- Initiate disciplinary action on non-compliance /violating policies & procedures.

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- Inculcate a service & customer-oriented culture.
- Accountable for the following:
 - a) Technology enablement ICT networks & telecommunications.
 - b) Monitoring & financial reporting on physical ICT asset usage/replacement/disposal,
 - c) Enabling technology of ICT application systems & data storage,
 - d) ICT architecture,
 - e) ICT programmes from inception to completion,
 - f) ICT networks, infrastructure service provision to the institution,
 - g) ICT business & academic service provision to the institution,
 - h) Enabling the technology of ICT systems security & access control,
 - i) Technology business continuity & disaster recovery strategy.
- Attend end-user forums to maintain visibility.
- Monitor and ensure that sound ICT governance is in place.
- Monitor the data integrity of information.
- Monitor effectiveness of ICT service providers.
- Report on implementation plans & costs.
- Report on standard ICT metrics, costs, and statistics.

INHERENT CRITERIA:

Minimum Qualifications

- A Masters degree in IT/Information Systems/Computer Science/ Computer Engineering.
- An additional business management qualification such as an MBA.

Minimum Experience

- A minimum of 10 years' experience of which at least 6 years must be at ICT leadership at the upper tactical level (P5).
- Experience in Tertiary Education is essential.
- The background of the individual should be focused on Application Development/ERP selection from inception to completion (inclusive of financial control and leading an organisation/institution through the impact of large-scale ICT change).

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- Experience in the implementation & management of a successful major ICT intervention.
- Sound programme management experience, managing a portfolio of ICT projects/engagements is essential (inclusive of strategic change management).
- A mature leader, with excellent ICT & business acumen.
- Sound knowledge of:
 - a) 4IR technologies – cloud-based computing, big data, agile methodologies, latest systems architectures,
 - b) Systems development/selection route maps or methodologies from a strategic perspective,
 - c) Data technologies,
 - d) Legal compliance related to systems & protection of information,
 - e) Cyber security risks,
 - f) Higher Education Act, ICT security Acts (legislation), ITIL, CoBIT, Agile methodology – DSDM, PMBok and Architecture frameworks TOGAF.

APPLICATION REQUIREMENTS:

- A letter of motivation.
- A comprehensive CV.
- An abridged CV.
- A completed UFH Job Application.
- Names and contact details for at least 3 referees.
- Certified copies of driver's licence, matric and degree certificates and Identity Document. Foreign qualifications must be accompanied by an evaluation certificate from SAQA.

To apply please forward your application quoting reference number **AP1116** to Genevieve Michel c/o shireen1116@talenting.co.za



University of Fort Hare
Together in Excellence

APPLICATION FORM

1.BIOGRAPHICAL INFORMATION

Title:	Surname:		
	Full Names:		
ID / Passport Number			
Tel Home:	Work:	Cell:	Email:

2.PARTICULARS OF POST APPLIED FOR

Position Name:	Reference Number:
Department:	Rank:

3.EMPLOYMENT EQUITY INFORMATION (This information is required to enable the University to comply with the requirements of the Employment Equity Act, Act 55 of 1998)

Race:	African	White	Coloured	Indian
Gender:	Female		Male	
Are you a South African citizen? <i>If you are not a citizen by birth, please indicate the date you acquired your citizenship.</i>	Yes		No (please provide further details as to your current nationality status)	
Are you a person living with a disability?	Yes (please provide further details)		No	

3. QUALIFICATIONS

Qualification	Institution	Year of Completion

4. RELEVANT OCCUPATIONAL EXPERIENCE

Employer	Position	From		To	
		Month	Year	Month	Year

5. PROFESSIONAL REGISTRATION(S)

(i.e. HPCSA, Public Accountants' and Auditors' Board, SA Council for Natural Scientists, C.A., Notary. C.I.S., NRF Rating)

CATEGORY OF REGISTRATION	REGISTERING BODY	DATE OF REGISTRATION

6. REFERENCES

NAME	OCCUPATION	EMAIL ADDRESS	PHONE

7. RELEVANT PUBLICATION(S)

Indicate (in the appropriate block) the number of each of the following categories of academic publications and presentations of which you are author or co-author.

PUBLICATION	NUMBER
A. Books	
B. Book Chapters	
C. Publications in Accredited Scientific Journals	
D. Local Conference Presentations	
E. International Conference Presentations	
F. Other Publications, reports and contributions	

8.DECLARATION

I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.

I hereby accept that only shortlisted candidates will be contacted, and that the University also reserves the right not to make an appointment.

Name:

Signature:.....

Date: