

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: INFORMATION & COMMUNICATION TECHNOLOGY

DEPARTMENT: ICT SYSTEMS AND OPERATIONS

POSITION: EXECUTIVE DIRECTOR: ICT SYSTEMS AND OPERATIONS (P3)

(5-YEAR FIXED-TERM CONTRACT)

(REF:EXEC DIR/ICT/SDM/GRM/2023)

The University of South Africa (UNISA) is a publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a Comprehensive Open Distance e-Learning (CODeL) Institution offering a variety of academic and career-focused programmes, UNISA is inviting applications for the position of **Executive Director ICT Systems and Operations (P3)**.

The purpose of a **Executive Director ICT Systems and Operations (P3)** is to conceptualise, design and facilitate the execution of the department's strategy and architecture in line with the UNISA 2016-2030 Strategy and CODeL Business Model.

KEY DUTIES/RESPONSIBILITIES

KPA 1: Strategic Direction and Alignment

- Conceptualising and designing the departmental strategy taking cognisance of the Institutional strategy and CODeL Business Model
- Conceptualising, designing operational plans and KPI's in support of the portfolio's strategy and the institution's overall vision and strategy
- Leading the implementation of the departmental strategy, plans and procedures to support the CODeL 2016-2030 Strategy
- Developing the academic plan and model for academic services in the university
- Participating in the formulation of the University's Strategic Agenda for Community Engagement

KPA 2: Conceptualisation, Leadership and Execution

- Providing strategic and thought leadership regarding all operations of the department from an overall perspective, which include:
 - The effective provisioning of Service delivery management services
 - The effective provisioning of Infrastructure and Operations management services
 - The effective provisioning of Systems and Application Development, Enhancement and Maintenance management service
- Conceptualising, designing and implementing effective group and intergroup work and information systems
- Conceptualising, developing and executing of the ICT functional strategy and objectives in line with the Institutional CODeL 2016-2030 Strategy
- Conceptualising and designing the ICT governance architecture for the university
- Providing strategic direction to the VP: ICT on the ICT Infrastructure and Systems to support strategic decision processes and identify critical issues for UNISA ICT Strategy
- Leading and overseeing the provision of the support to Regions (hubs and service centres) in the implementation of new or changed ICT requirements

- Providing strategic leadership to the development, implementation and maintenance of appropriate enterprise ICT Systems related budgets, policies, processes, practices and standards, operational plans, as well as the management of risks in line with institutional requirements and internationally accepted best practice
- Leading the provision of the required information and communication technology service oriented architecture, systems and applications capacity to meet the demands of the University, including maintenance of adequate systems and the education of users
- Ensuring the safeguarding of IT assets and maintenance thereof;
- Conceptualising, designing and implementing ICT disaster recovery and business continuity of operations
- Designing and deploying an enterprise ICT information security framework to ensure that effective information security is in place in line with ICT and Corporate Governance requirements
- Ensuring the provision of an effective Service Desk for all staff related ICT support queries
- Contributing to the design and conceptualisation of the enterprise architecture framework when it comes to new technology for future planning and potential implementation
- Researching the national and international environment in respect of all matters pertaining to ICT Infrastructure and Systems to determine trends and new developments.
- Conceptualise continuous improvement strategies to develop ICT capability maturity
- Leading the internal and external ICT audit activities to maintain the integrity of the ICT Portfolio services
- Keeping abreast of the external regulatory environment that governs the university e.g. Department of Higher Education and the Council on High Education and act accordingly
- Providing guidance, expertise and advice to Management on trends, best practice and applicable policies and legislation
- Managing the strategic relationships and networks with internal and external stakeholders.

KPA 3: Forecasting, Budgeting and Financial Management

- Managing the department's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of UNISA
- Compiling and managing the departmental budget in line with the portfolio and Institutional budget
- Overseeing and monitoring departmental expenditure within budgeted parameters and reporting on variances periodically
- Directing and overseeing the funding of departmental operations and budgeted activities
- Managing the function's resources sustainably in accordance with financial principles
- Embedding financial sustainability through a green Institution-wide culture
- Overseeing the effective management of third stream revenue earned through the teaching of Short Learning Programmes

KPA 4: People Management

- Ensuring and monitoring that all staff in the department are orientated to the organisation, trained, skilled, retained and that their expertise is optimally applied.
- Formulating the people agenda in conjunction with the Department of Human Resources
- Managing overall performance which includes conducting annual performance reviews of staff in accordance with the performance management process
- Directing implementation of training and development programmes for staff, including personal development plans (PDPs)
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter
- Directing implementation of the human resources policies, procedures and practices
- Shaping staff requirements for the department which includes resourcing of programmes and initiatives
- Fostering an organisational culture and climate that is ethics and value driven

KPA 5: Governance and Reporting

- Monitoring and reporting on progress against departmental strategic initiatives
- Monitoring and reporting on legislative and statutory compliance
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship)

- Guiding the development and implementation of policies and procedures
- Compiling regular reports to Council, its committees and other relevant structures
- Providing strategic leadership to the development of the annual performance review as is required by the Department of Higher Education Training (DHET)
- Identifying risks relating to the field of responsibility and develop mitigating strategies
- Documenting and reporting on departmental specific matters to internal and external stakeholders
- Ensuring proper record keeping of all aspects within field of responsibility

Requirements

Qualifications

- Minimum of a Computer Science Master's Degree and registration with relevant professional body where applicable

Experience

- Minimum 10 years' relevant experience with at least 5 years in a middle management role
- Demonstrable skills in decision-making and problem-solving.
- Strong and proven contract and vendor management skills.
- Good analytical and communication skills.

Assumption of duty:

As soon as possible

Salary:

Remuneration is commensurate with the seniority of the of the Position

Closing Date:

24 March 2023

Enquiries:

Mr. Enias Chingwe – 082 045 0264/011 047 0090 application can be forwarded by email to: enias@skillplace.co.za

Interested candidates should send a detailed cover letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of the following documents:

- All educational qualifications;
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided. Short-listed candidates will be required to prepare a presentation on the interview date.

The detailed advertisement together with the prescribed application form can be found on the UNISA website (<http://www.unisa.ac.za/vacancies>)

UNISA is not obliged to fill an advertised position.

Late, incomplete and incorrect applications will not be considered.

Recommended candidates might be subjected to competency assessment

We welcome applications from Persons with Disabilities



Appointments will be made in accordance with UNISA's Employment Equity Plan and other applicable legislation.