

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)
DIRECTORATE: PLANNING & GOVERNANCE

ICT Governance Process Specialist

(Ref: ICT/Gov Pro Spec/P7/55-2018/st)

The purpose of the position is to ensure that the development, documentation, maintenance, audit and maturing of ICT governance process initiatives with regards to the following aspects are addressed:

- The strategy and operational framework for resource optimization and productivity management
- Operational management information related to decision taking and governance
- Process improvement and maturing (COBIT)
- Supplier services / performance levels – on time in full deliveries conforming to quality requirements

Requirements

- Grade 12 Matric plus ICT related Bachelor degree **or** National Diploma **or** Advanced Diploma
- Five years' experience in ICT Governance
- Experience in audit, review and determine gaps relating to processes, procedures and Service Level Agreements in line with strategic initiatives
- Proficiency in English
- Computer literate in MS Office Suite and the internet
- Knowledge of research and recording of best practices
- Knowledge of compliance of all prescribed international and national standards
- Good interpersonal and communication skills (written and verbal)
- Must be self-motivated with sound judgement and negotiation skills
- Must have good problem-solving, conflict resolution and decision-making skills
- Ability to work independently, in a team and ensure discretion
- Ability to work under pressure and with adherence to deadlines

Recommendations

- Knowledge of ICT policies and procedures in a Tertiary environment

Duties

- Development and assurance of strategy implementation, operational framework and the operational service Plan for the Department: ICT.
- Documentation and maintaining of ICT policies and records as well as of all ICT processes and procedures inclusive of strategies, architecture, infrastructure and applications utilized.
- Analyse and report on ICT Governance initiatives relating to service delivery processes and performance measurement to ensure alignment with UNISA's strategic plan, the ICT Service Catalogue and the ODL model.
- Development, maturing and communication of frameworks and philosophies that should be adhered to.
- Ensure effective communication with all stakeholders.

Assumption of duty: As soon as possible
Salary: Remuneration is commensurate with the responsibilities attached to the position
Closing date: **16 March 2018**

Enquiries: (012) 429 4972 (Ms S Thaver: HR Staffing and Client Services)

- **The application form must be accompanied BY A COMPREHENSIVE CURRICULUM VITAE and certified copies (within the previous six months) of;**
 - all educational qualifications,
 - academic transcripts/records;
 - identity document; and
 - proof of SAQA verification of foreign qualifications
- Professional and administrative positions are available on the UNISA website– to apply, please logon to www.unisa.ac.za click on **vacancies, jobs and careers**
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.
- The contact details of three contactable references must be provided, **one of which must be from your present employer**. Should you currently not be employed, a contactable reference from your previous employer must be provided.
- UNISA is not obliged to fill an advertised position. We welcome applications from persons with disabilities
- Hand delivered application forms can be deposited into the **Application Boxes situated at the following locations at the Muckleneuk Campus: Main Entrance, OR Tambo Building, 3rd floor.**
- **All applications should reach UNISA before 16h00 on the closing date.**
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*
- **Late, incomplete and incorrect applications will not be considered.**