

# SECTION A

## DRAFT JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder :

Job title : Government Information Technology Officer (GITO)

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location :

Post reports to :

Date of appointment/entry into post :

### B. JOB PURPOSE

To support the head of department, senior management and the other users in the department in the efficient and effective utilisation of information and information technology as strategic resources to enable them to execute their functions efficiently and effectively. To manage the information technology function of the department and to ensure the establishment of sound information management systems.

### C. MAIN OBJECTIVES

#### NOTE:

- For the purpose of this document reference to:
  - “Department” includes national departments, provincial administrations and organisational components.
- It is recognised that the functions and level of responsibilities of the GITO will differ from department to department, depending on the nature and complexity of the relevant department. For this reason departments were categorised as large, medium and small.
- The factors that distinguish between the levels of GITO for large, medium and small departments are set out in Appendix A.

1. Align the department's information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the department, with due consideration of the strategic direction of the Government.
  - \* Establish an information plan, information technology plan and operational plans to give effect to the strategic direction and management plans of the department.
2. Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focussed on the specific requirements of the department.
  - \* Facilitate the implementation of and adherence to the policies and strategies as contained in the different plans, policies, etc.
3. Represent the relevant department at the GITO Council.
4. Promote effective management of information and information technology as enabler as a strategic resource.
  - \* Apply an enterprise wide approach to the use of information management, (information technology systems and infrastructure included) in supporting the business units and business processes, bridging diverse systems to establish a client-focussed service strategy, eliminating unnecessary duplication, increase overall co-ordination and control, and rapidly introduce new systems and technology to improve service delivery.
  - \* Development information and technology systems infrastructure architecture and conduct investigations into the maintenance of existing technologies, availability, needs and demand of new technologies. Rationalise unnecessary duplication and redundancy of information and technologies in the department. Where feasible, promote common solutions for common requirements across the department.
  - \* Promote the utilisation of technology as a key enabler for the future in delivering information and services and promote its use in the re-engineering/transformation of government service delivery.
5. Create an enabling environment for other managers to perform their functions more effectively and efficiently.
  - \* Close communication as part of the top management team of the department with the top echelon of the department to promote the utilisation of information.
  - \* Raising the level of awareness of top management to the potential of the delivery of information services through enabling technologies.

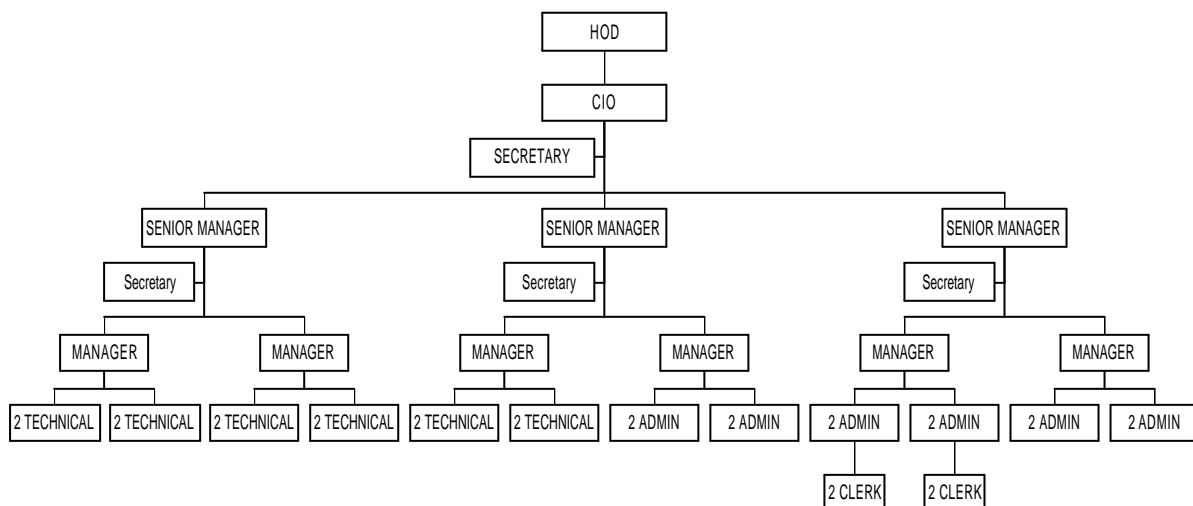
- \* Change the culture of the department to embrace an enterprise-wide information management and information technology approach. This requires the visible, strong and continuous support of senior managers.
  - \* Take a leadership role in knowledge management.
6. Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and services.
  7. Utilization of security mechanisms and ensure compliance to the relevant regulatory framework.
  8. Responsible for ensuring development and training of the members in the department in relevant information technology matters.
  9. Manage the relevant component of the Department where applicable.

## D. EXAMPLE OF TYPICAL POSITION IN THE ORGANISATION AND TYPICAL ORGANISATIONAL STRUCTURE

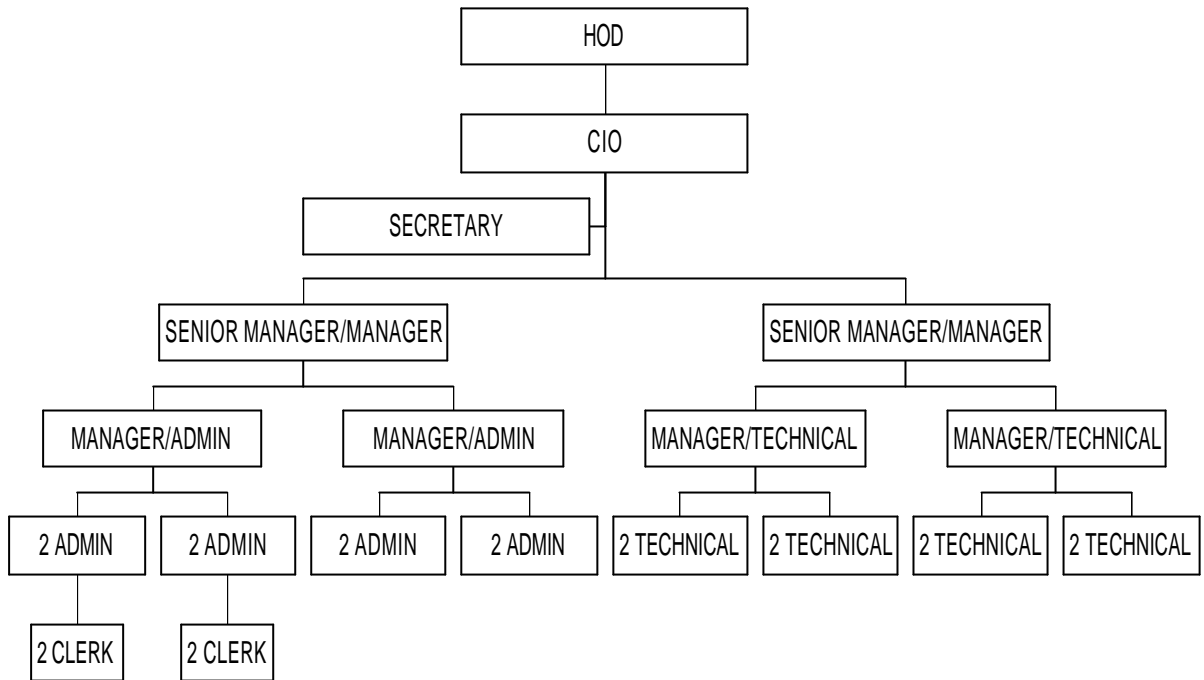
### NOTE:

These organisational structures serve as examples only. Each department should design organisational structures that suit its specific needs and circumstances.

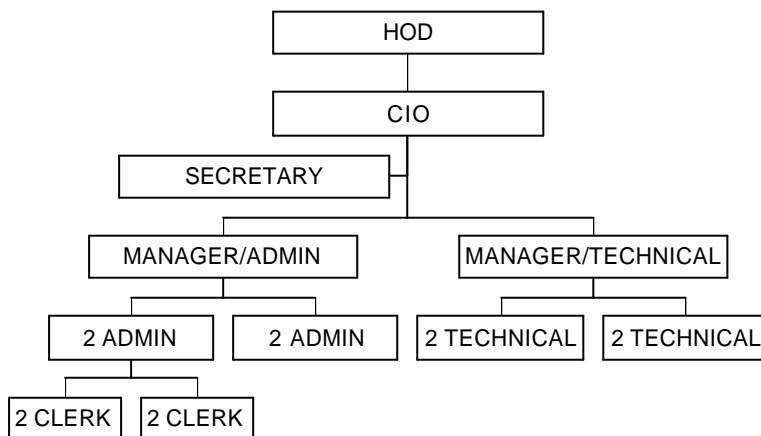
## I. LARGE DEPARTMENT



## II MEDIUM DEPARTMENT



## III. SMALL DEPARTMENT



## E. INHERENT REQUIREMENTS OF THE JOB

### NOTE:

This is a comprehensive list, although not extensive, of possible competencies that may be required for the job. The competencies should, in line with international standards, be determined to reflect the requirements of the specific jobs and should include the most important and applicable 9 to 11 competencies.

TYPICAL COMPETENCIES REQUIRED	EXAMPLES OF APPLICATION OF COMPETENCIES	LEVEL OF EXPERTISE
<b>SKILLS AND KNOWLEDGE</b>		
1. Technical Expertise	Advanced strategic and business analysis and extensive knowledge of the global use of information management and information technology processes to enhance and promote the delivery of services.	
	Support management decision making through the research and dissemination of strategic planning information.	
	Strong business orientation encompassing broad experiences in managing information management and information technology and related activities.	
2. Project Management	To be able to conceptualise, plan and implement interventions by scoping, resourcing, managing activities and evaluating the success of the multiple information management and information technology projects.	
	Contribute to effectiveness by identifying short-term and long-term information management and information technology issues that must be addressed; providing information and commentary pertinent to deliberations; recommending options and courses of action; implementing directives.	
3. Quick Thinking	Provide immediate information management and information technology information for planning and decision making and recommend courses of action where tight deadlines apply.	
4. Functional Ability	Identify and evaluate new technological developments and gauge their appropriateness for the business of government.	
	Prepare reports required in terms of Public Service statutory framework by collecting, formatting and explaining information.	

TYPICAL COMPETENCIES REQUIRED	EXAMPLES OF APPLICATION OF COMPETENCIES	LEVEL OF EXPERTISE
	Maintain information management and information technology databases by identifying sources of information in assembling and verifying data.	
5. Diagnostic Action Research	Investigate process improvements, cost savings and departmental effectiveness by utilising information management and information technology as an enabling tool.	
	Identify and evaluate new technological developments and determine the appropriateness to apply in the department.	
6. Strategic and Conceptual Orientation	Assess alternative scenarios by identifying outcomes and returns and recommend information management and information technology courses of action in relation to organisation goals, and the re-engineering of business processes.	
7. Innovative Thinking	Support management decision making through the development of strategic planning information.	
	Ability to bring the benefits of information management and information technology to solve business issues while also managing costs and risks.	
8. Problem Solving	Ability to recognise and bring the benefits of information management and information technology to solve business issues while also managing costs and risks.	
	Good judgement to determine the most efficient and effective approach.	
9. Communication	Prepare reports required in terms of Public Service statutory framework by collecting, formatting and explaining information. Effective communication, negotiation and influencing skills including understanding of the needs of non-technical/internal clients, on all levels.	
	Raise awareness within the department of the possibilities of information management and information technology to address service delivery matters.	

TYPICAL COMPETENCIES REQUIRED	EXAMPLES OF APPLICATION OF COMPETENCIES	LEVEL OF EXPERTISE
10. Team Player	Ability to function in a collaborative and collegial environment.	
11. Coaching and Developing People	Adjust to new requirements/developments/ changing circumstances. Ensure that staff are trained in information management and information technology.	
	Improve senior management's information management and information technology knowledge and the knowledge of the utilisation thereof.	
12. Self driven	Suggest policy and operational improvement by keeping abreast of new technology developments and possible anticipated legislative changes.	
	Maintain technical knowledge by ensuring a good knowledge of information management and information technology developments.	
13. Interpersonal Understanding	Maintain workflow by assigning work to staff. Management of diversity.	
14. Departmental Organizational Knowledge	Demonstrate and understand the department's strategic intent and direction as well as the core business of the department and of the various components in the department.	
	Represent the Department on behalf of the HOD on information management and information technology matters.	
15. Public Service Knowledge	Maintain the Department's stability and reputation by complying with regulations and professional ethics. Knowledge and understanding of the Public Service statutory frameworks.	
	Demonstrate and understanding of the macro composition and functioning of the public service which included understanding transverse information management and information technology issues.	
16. Networking	Keep abreast with of information management and information technology matters by networking with other GITO's, SITA and other related roleplayers.	

TYPICAL COMPETENCIES REQUIRED	EXAMPLES OF APPLICATION OF COMPETENCIES	LEVEL OF EXPERTISE
17. Change Management	Contribute to effectiveness by identifying short-term and long-range issues that must be addressed; recommend changes to work processes, systems, etc. to meet new challenges.	
	Ability to manage and co-ordinate Government information management and information technology resources and applications.	
18. Adaptability	Contribute to effectiveness by identifying short-term and long-range issues that must be addressed; recommend changes to work processes, systems, etc to meet new challenges.	
19. Organisational Skills	Strong organisational skills and the ability to manage information and information management and information technology resources, applications, as well as co-ordinate divisional resources and initiatives.	
<b>PERSONAL ATTRIBUTES</b>		
20. Self Driven	Independent, dynamic, self confident, outgoing and lively, self-starter with client focussed attitude.	
	Demonstrate good interpersonal, people management and leadership skills.	
21. Assertiveness	Assertive, independent and results orientated and able to work well under pressure.	
22. Influencing skills	The ability to interact with persons in very senior positions in such a manner that they will understand and be willing to utilize information management and information technology to improve efficiency and effectiveness.	

## F. LEARNING INDICATORS

1. Formal tertiary qualification: information management, information technology and managerial.



2. Strong business orientation with broad experience in managing information management and information technology related activities.
3. Proven management skills with specific reference to the management of information systems.
4. Track record in the preparation and the alignment of information management and information technology with the development of strategic plans, business plans and the budget.
5. Ability to implement internal systems and controls to ensure sound information management and information technology management.
6. Skilled at identifying and evaluating new technological developments, determine their appropriateness for application in the department and the re-engineering of business processes.

## **G. CAREER PATHING**

Compliance with requirements of higher posts.

## **H. AMENDMENTS TO JOB DESCRIPTION**

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the postholder.

## **I. PERFORMANCE AGREEMENT**

The Performance Agreement of the incumbent, which contains a workplan and specific targets, should be read as an extension of this job description.

## **J. JOB DESCRIPTION AGREEMENT**

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**SIGNATURE OF POSTHOLDER**

**DATE:**

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**SIGNATURE OF SUPERVISOR/MANAGER**

**DATE:**