

GOVERNMENT TECHNICAL ADVISORY CENTRE (GTAC)

The GTAC is an equal opportunity employer and encourages applications from women and people with disabilities in particular. Our buildings are accessible for people with disabilities.

- APPLICATIONS** : Potential candidates may apply online on the GTAC website at <https://www.gtac.gov.za/careers>. Please visit the GTAC website at www.gtac.gov.za for more information. NB only online applications will be acceptable.
- CLOSING DATE** : 20 March 2020 at 12h00 pm
- NOTE** : Only South African Citizens, and Permanent Residents need apply as per PSR 2016. Applications should be accompanied by a duly completed and signed Z83 form (obtainable from any Public Service department). The post title and reference number must be clearly indicated on the Z83 form. A recent comprehensive CV and originally certified copies of qualifications and ID should be submitted. Certification should be not older than 6 months from date of application. Short listed candidates must make themselves available for a panel interview on the date determined by the GTAC. All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting in order to confirm employment. Late applications, and those not meeting the requirements, will not be considered. If you have not received feedback from the GTAC within 1 month of the closing date, please regard your application as unsuccessful. Note: The GTAC reserves the right to fill or not fill the advertised posts.

OTHER POST

- POST 09/09** : **DEPUTY DIRECTOR: ICT AND KNOWLEDGE MANAGEMENT - MFIP REF NO: G002/2020**
(24 Months Fixed Term Contract)

- SALARY CENTRE REQUIREMENTS** : R869 007 – R1 023 645 per annum (Level 12) (all-inclusive package)
: Pretoria
: A degree (NQF level 7 qualification) in Information Systems or related field. Specialisation in the development and deployment of systems, programming, technology-based learning and information-sharing platforms/solutions will be an advantage. A minimum of 5–7 years' experience in ICT and knowledge management, at least 2 of which at middle management level. Experience in the public service is an added advantage, experience in C#,Net, SharePoint Microsoft Certified Software Developer, Microsoft SQL database, UML Modelling and MS SQL Reporting Services will also be an added advantage. Competencies required: Administrative Operations; Knowledge, capabilities and practices associated with the support of administrative and management activities to facilitate organisational and mission goals and objectives. This competency requires knowledge of the appropriate rules, regulations, processes and associated systems within various enabling functions which may include human resources management, resource management, employee support services, documentation, procurement and financial management. Project Management; Knowledge of the principles, methods, or tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring and controlling costs, work, and contractor performance. Legislative knowledge; Knowledge of the Public Service Act and Regulations governing the management of ICT in the public service and related legislation such the PAI Act and/or regulations governing the access and security of government information. Information and Communications Technology; Knowledge of public service ICT practices and services including transversal systems integration, information security management, and software copyrighting and licensing management. Computer literacy; Knowledge and ability to use computers and technology efficiently. Refers to the comfort level someone has with using computer programs and other applications associated with computers (MS Office, Internet, Email).
- DUTIES** : The position will be based within the Knowledge Management (KM) unit of the MFIP. The overall role within MFIP is to ensure that the MFIP systems and applications meet the demands of a high-speed, data intensive and complex, information managing environment. ICT Governance Management; Assist with the establishment and maintenance of the MFIP ICT governance framework

including: ICT policies, procedures and classification systems, ICT service delivery practices ICT Minimum Interoperability Standards (MIOS) ICT risk mitigation strategies and controls, ICT disaster recovery plans and processes, ICT internal controls and registers for access, security and asset management. Manage the continuous improvement of GTAC ICT processes including: conducting research on latest ICT trends and compiling reports, attending DPSA workshops with regards to ICT to ensure that all legislative and regulatory frameworks are updated, building an interdepartmental network group for reference and benchmarking. Knowledge Management; Administer and maintain the program database, Produce, publish, update and maintain programme content ,assist with the design and coordination of user support systems and platforms, assist with the management of capturing and analysing lessons learnt ,identifying pain points and address the issues ,actively manage the pain points and bug register ,producing reports, submitting information for publishing on the GTAC website, implementing lessons learnt into service practices. Systems Analysis and Design; Liaise with business analysts, end-users and/or vendors to obtain requirements for new systems or system enhancements, translate the business requirements into technical designs taking into account the target environment existing systems and potential risk and security-related aspects, investigate and model business functions, processes, and information flows and data structures using methodical and consistent techniques. Programming/Software Development; Configure web applications based on business requirements, write programs for SharePoint based systems, automate relevant system processes using K2 Workflows, prepare releases and release notes for software being released into the pre-production and production environments, improve existing systems as well as innovate new system solutions. End User Support; Provide an interface between end-users and service providers, including documenting problems, progress checking, and ensuring all diagnostic information is provided for error resolution and incident analysis, maintain on-going collaborate relationships with business through structured processes and ad hoc customer contact in order to ensure proper understanding of customer needs and delivery of appropriate solutions, make initial diagnosis of any problems and advise known solutions where applicable. Quality Assurance; Conduct unit testing of the code written to ensure that it fulfils the requirements as set out in the business functional requirements specification, review and refactor program code to improve system performance, assist business analysts and end-users with preparing the quality assurance environment for testing, conduct disaster recovery testing from time to time. Problem Management; Support the business during user acceptance testing by resolving any queries and defects in order to ensure delivery of a system that meets business requirements, obtain diagnostic data to assist in the investigation and resolution of problems on systems, match unresolved incidents against existing problems, known errors and other incidents, ensure that incidents and problems in systems and services are fully recorded and documented, keep the relevant stakeholders informed of the status of systems and services, review to the extent possible changes in code and the environment that will affect system performance.

ENQUIRIES

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Kaizer Malakoane Tel No: (012) 315 5442.