

DEPARTMENT OF HOME AFFAIRS



- APPLICATIONS** : Quoting the relevant reference number, direct your CV, copy of highest qualification together with the new Application for Employment form (Z83), obtainable from any Public Service Department or at www.gov.za, by the closing date 08 October 2021 to: E-mail: jsrecruitment@dha.gov.za
- CLOSING DATE** : 08 October 2021
- NOTE** : Applications must be sent to the correct address specified at the bottom of each position, on or before the closing date; submitted on the new Application for Employment Form (Z.83), obtainable at www.gov.za; accompanied by a comprehensive CV, citing the start and end date (dd/mm/yr) of each employment period to be considered, including the details of at least two contactable employment references (as recent as possible); accompanied by a copy of the Applicant's ID, valid driver's license and relevant highest educational qualifications. Applicants who possess (a) foreign qualification(s), must also submit the evaluated results of such qualifications, as received from the South African Qualifications Authority (SAQA); and limited to 2.5MB in size, if emailed. Should an automated acknowledgement of receipt not be received when an application is emailed, this could mean that the application did not reach the Department due to the size of the attachments. Should this occur, kindly resend the application in 2/3 parts, splitting the attachments accordingly? Shortlisted Candidates will be subjected to an interview and technical test(s) (which test Candidates' demonstrated professional and technical competency against the job requirements and duties). Candidates potentially considered suitable after the interview and technical test(s), will be subjected to a competency assessment (which tests the Candidates' demonstrated proficiency in the professional dimensions attached to the level of the post); employment suitability checks (credit, criminal, citizenship, employment references and qualification verifications); and will be required to complete the online "Pre-entry Certificate to Senior Management Services" course. The course is available at the National School of Government (NSG), under the name "Certificate for entry into the SMS". Full details can be obtained via the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates wishing to be considered for appointment, are encouraged to enrol for this course immediately. Appointed persons will be required to enter into an employment contract; serve a prescribed probation period; and successfully undergo an appropriate security clearance process within a prescribed timeframe.

MANAGEMENT ECHELON

- POST 34/89** : **CHIEF DIRECTOR: APPLICATIONS MANAGEMENT REF NO: HRMC 36/21/01**
Branch: Information Services
Chief Directorate: Applications Management
- SALARY** : R1 251 183 - R1 495 956 per annum (Level 14), (An all-inclusive salary package) structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.
- CENTRE REQUIREMENTS** : Head Office, Pretoria
An undergraduate qualification Information Technology/ Computer Science at (NQF level 7) as recognized by SAQA. Pre-entry Certificate for Senior Management Services endorsed by National School of Government. 5 years' experience at a Senior Managerial level. Extensive experience in Information Technology (Applications Development and Management) is required. Knowledge of Public Service Regulatory Framework, Departmental Legislations and Prescripts. Knowledge of Protection of Information Act and the Promotion of Access to Information Act. Knowledge of GITO Guidelines and prescripts (E Governance policy framework consultation paper, IT security policy framework (ISO 17799), MISS, FOSS, Minimum Interoperability Standards). Knowledge of State Information Technology Agency Act 88 of

1998. Knowledge of E government policy framework consultation paper developed by GITO. Strategic capability and leadership. Service delivery innovation. Client orientation and customer focus. People management and empowerment. Program and project management. Knowledge and Information management. Communication and ability to translate IT language into English. Business continuity, accountability, deciding and initiating action. Problem solving and analysis. Coding, planning, organising and time management. Computer literate, business report writing and presentation skills. A valid drivers' license, willingness to travel and work extended hours, weekends and on call are essential.

DUTIES

: The successful candidate will be responsible for, amongst others, the following specific tasks: Oversee the management of application maintenance and support processes in the Department. Develop the corporate Information Systems plan. Oversee the effective application analysis and programming activities. Lead the designing of new systems, feasibility studies, time and cost estimates. Liaises with Business on strategic solutions design and acquisition matters. Ensure rigorous testing methodologies and tools are utilized in testing systems. Ensure that all systems operate efficiently against performance indicators such as system's response time. Ensure the effective and compliant control of access to systems in terms of the Protection of Information Act and the Promotion of Access to Information Act. Oversee the development and implementation of a disaster recovery plan. Oversee the development of Application Management policies, procedures, standards. Oversee the analysis of business needs and improvement. Oversee the analysis of business and process engineering policies in support of the identified business need systems and practices. Lead relevant projects within the Business Units and ensure implementation to best practice standards, time, quality and budget. Ensure effective collaboration and business development, production and services. Manage the effectiveness of application systems, develop and implement preventative measures for IS solutions defects. Oversee the application configuration management and report services. Lead and ensure the availability of applications in accordance with SLAs. Ensure business continuity management and capacity management of applications. Ensure effective collaboration between development, production and infrastructure services. Oversee the monitoring and interpretation of audit logs for breaches in policy, performance monitoring or errors and take corrective action where required. Manage procedures and initiatives to improve business processes in order to facilitate effective services delivery. Oversee the designing of process improvement and the development of future business process flows. Oversee the management of IT solutions delivery and systems improvement. Develop plans for feasibility assessment, requirements specification, design, metrics and performance measures. Oversee the analysis and development of systems to meet business requirements. Lead and manage key solutions delivery metrics. Oversee the facilitation of technical gathering, gap analysis, functional design and systems implementation. Ensure the identified applications delivery gaps, opportunities plans are executed to close the gaps. Ensure that systems are built and migrated into production service. Oversee the development and implementation of end to end delivery methodology for applications testing. Oversee the management and implementation of a rigorous testing methodology and capability. Oversee the management of systems release management mechanisms. Interact with Business Units to hold Joint Application Development (JAD) sessions for capacity planning and for upcoming developments. Provide strategic leadership and direction to the Chief Directorate. Participate in the development of the department strategic planning. Provide strategic direction in the Chief Directorate. Develop the Chief Directorate Business Plan in order to meet the strategic objectives of the Department. Lead, manage and report to the CIO on the performance of the Unit against the Departmental Strategic Plan. Create and build partnerships with various internal and external (national and international) Stakeholders in support of the execution of the function. Ensure alignment with the National Strategic Objectives, policy and standards. Responsible for strategic guidance and expert advice in terms of Applications Management. Advise the IS Branch on the prioritization of Applications Management initiatives. Ensure the formalization of a systems architecture plan in line with industry standards. Ensure the implementation of effective risk and compliance management practices. Ensure compliance in terms of the Public Finance Management Act of 1999 and Treasury Regulations. Report on all risk and financial indicators

including e.g. financial losses, overpayment, etc. according to required format. Ensure compliance and adherence to regulatory requirements and liaise with all relevant Stakeholders within and external to the Organisation to ensure accurate implementation. Interpret and implement all Organisational circulars, policy and other communications. Establish and implement a quality control, norms and standards framework. Manage human, financial and physical resource within the Unit. Report on the performance of the Unit against the Business plan, requirements and targets. Develop and implement the business plan for the Unit and ensure effective prioritization and resource planning. Agree on training and development needs of the Unit. Provides information relative to the identification and development of objectives, goals, and strategy relative to individual functional area. Implement effective talent management processes within the unit (attraction, retention, development). Manage the implementation of compliant performance management system. Ensure that employees are equipped with the required skills and resources to perform optimally. Effectively manage external contractors, suppliers ensure the rendering of service is according to the SLA in conjunction with Legal Services. Manage the financial resources of programmes, asset management and projects are accordance with PFMA and Supply Chain and procurement framework. Identify and monitor financial risks in relation to the projects in the Unit. Ensure accurate forecasting, budgeting and allocation of resources within the Unit.

ENQUIRIES

: Mr N Mabaso Tel No: (012) 406 4980