INTERNAL AND EXTERNAL ADVERTISEMENT

Overview of the Entity

The Eastern Cape Rural Development Agency (ECRDA) is a schedule 3C entity in terms of the Public Finance management Act, of 1999 as amended, with a mandate to promote, support and facilitate rural development in the province.

Position	:	ICT Specialist
Location	:	Head Office, East London
Reporting Line	:	Manager ICT
Grade	:	17
Duration	:	Six (6) Months
Start Date	:	As soon as possible

Main purpose of the Position

To develop and execute the knowledge management and information technology in line with ECRDA strategic goals by improving business tools, Information technology systems and introducing other related business-related technologies.

JOB PURPOSE, DUTIES, AND RESPONSIBILITIES OF THE POST

C1. ESSENTIAL REQUIREMENTS OF THE POST:
Higher Education Qualification

Bachelor of Information and Communication Technology (Honours) (NQF Level 8) or equivalent. MCSA, MCSD, and MCSE certifications would be beneficial.

Experience
- 10 years working experience in the field of information Communication Technology
- 5 years' experience at supervisory level.
- Must have experience in enterprise architecture and infrastructure, networking systems, database solutions and system analytics
- Proficient in ICT security solutions.

- Proven experience in enhancing software and hardware business tools as well as developing and or identifying business related systems that are fit for purpose.

Competencies Required:

C2. COMPETENCIES AND SKILLS
- Ability to multitask   - Problem solving and analytical skills   - Time management   - Attention to detail   - Excellent understanding of legislation, governing data management   - Ability to implement ICT strategy   - Project management and implementation   - Creativity   - Monthly and quarterly reporting   - Taking responsibility   - Work autonomously
C3. KNOWLEDGE AND BEHAVIOURS
- Honesty and integrity   - Ability to deal with pressures and setbacks.   - Ability to prioritise and separate critical issues/queries from non-critical.   - Strategic direction and Leadership   - Decision making and initiating action   - Professionalism   - Thorough and reliable   - Ability to engage with people at different employee levels   - Knowledge of the POPIA Act   - Understanding and ability to work with traditional authority   - Change management.   - Moral Competence   - Results and Quality focus
C4. PHYSICAL REQUIREMENTS OF THE POST
Must be physically and mentally sound to perform the duties of the post
C5. SPECIAL CONDITIONS ATTACHED TO THE POST
- Ability to travel long distances within Eastern Cape   - Willingness to work long hours   - Willingness to work on weekends and after hours   - Ability to speak and write English

Key Performance Areas:

1.	**Information and Communication Technology Management**
	Introduce or enhance business processes associated with or have reliance on delivery of Information and Communication technology

		• Structure quality gateways in the delivery of the software Development Life Cycle • Recommend technical solutions and fit for purpose systems and champion business systems • Represent the division on technical systems to ECRDA of externally developed systems. • Manage the outsourced delivery of systems development life cycle • Deliver internally developed systems • Serve as a functional advisor for business systems • Assist the ICT Manager in managing projects associated with business systems where internal stakeholders are responsible for delivery of enhanced software. • Align business processes with approved policy and legislation. • Minimal downtime experienced with services and applications that affect operations. • Ensure that software and information systems remain up to date with the latest versions available. • Manage the disaster recovery plan/procedures for information systems. • Maintain ICT infrastructure including server and network infrastructure.
2.		**ICT governance** • Assist the manager in developing and implementing the ICT plan • Develop and Review ICT policies and procedures • Develop and review ICT Security plan. • Assist the Manager in developing and implementing ICT governance framework • Benchmark ICT policies and plans against best practice and required guidelines. • Adhere to timeframes and plans set for policy updating/rework and creation.
3		**Business intelligence** • Assist the manager to develop and exercising an oversight of business intelligence operational plan • Ensure access rights to the ERP and BI solution are adhered to in accordance with policy. • Implement and maintain a business intelligence reporting solution through the use of ERP or external service provider. • Ensure the use of ERP and date management programmes to manage data and procedure reports • Assist in the development of dashboard and data collection templates • Assist the manager to ensure the provision of data and information storage, back-up and disaster recovery
4.		**IT Security, Systems and Network Administration** • Implement and maintain ICT security systems to protect from malicious threats, both internal and external. Examples of these are

		network and server firewalls, endpoint user and information system security as well as infrastructure security.
		• Creation and configuration of firewall rules and settings in accordance with best practice, policy and current ISO standards.
		• Assist the ICT manager to ensure that the configuration of server and information system backups and restoration services and configured in accordance with policy.
		• Monitoring of network usage statistics and security penetration attempts
		• Ensure that the mitigation of data breaches and cyber- attack risks are in place.
		• Creation of a breach and Incident management plan.
		• Follow through on security incidents and data breaches
		• Creation of an ICT risk management plan that includes all IT risks that has the potential threat

GENERAL INFORMATION

The application, which should as minimum contain a covering letter, CV, Certified copy of your Identity document, qualifications and drivers licence must be submitted to recruitment@ecrda.co.za

NB:
- Without prejudice, correspondence will be limited to the short- listed candidates.
- Further be informed that if you have not been contacted within 1 month of the closing date, please accept that your application was unsuccessful.
- ECRDA reserves a right to appoint or not to make an appointment.
- Interviews will be conducted in person, unless stated otherwise.
- Administrative enquiries may be directed via email to recruitment@ecrda.co.za
- Technical enquiries may be directed via email to

Date of issue : 22 April 2024

CLOSING DATE: 03 May 2024. Late applications will not be accepted.