



JOB PROFILE

A. Post Information	
Post Title	Chief Information Officer (CIO)
Component	Information and Communications Technology (ICT)
Location	Head Office - Johannesburg
Post Reports To	Chief Executive Officer

Job Profile Verification	
Profile Verified By:	Lucky Zulu
Date Verified:	July 2020

Job Profile Validation	
Profile Validated By:	Tseliso Thipanyane
Date Validated:	July 2020

Job Evaluation Outcome	
Confirmed Grade:	13
Date Graded:	July 2020

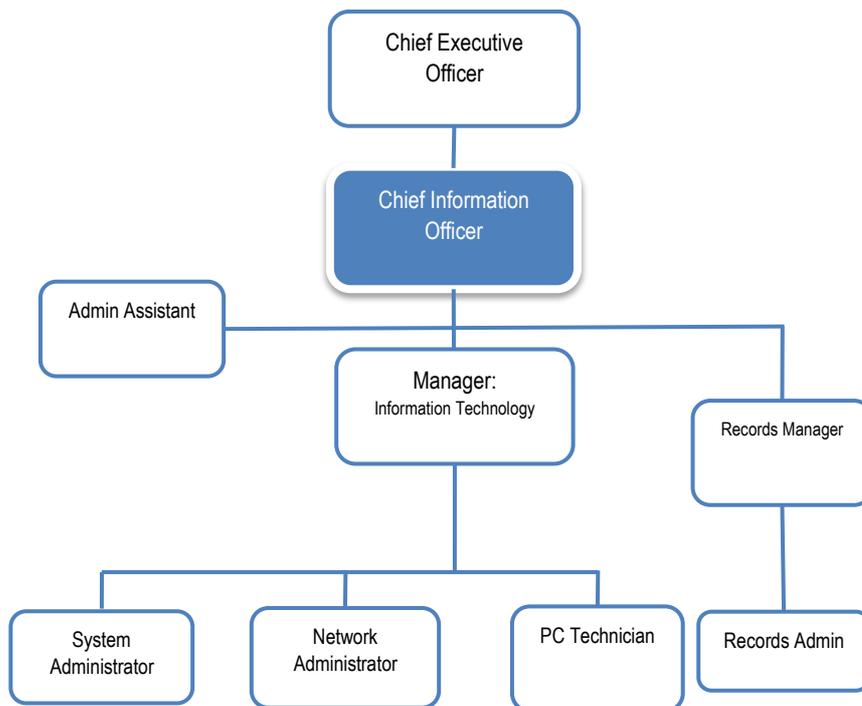
B. Job Purpose

Brief statement outlining the overall purpose/reason for existence of the post (one or two sentences).

To lead the Commission's technology-related strategies and initiatives and ensure that information technology is properly planned for, implemented and effectively maintained to support and enhance the Commission's operations and keep abreast of the technological advancements, such as Forth Industrial Revolution (4IR).

C. Position of the Post in the Organisation

Structure diagram



D. Key Responsibilities			
List major activities and contribution to the organisation for which this post is held accountable			
Key Performance Areas (KPA)		Activities (Linked to each of the KPAs)	
No.	KPA Description	No.	Activity Description
1	STRATEGIC LEADERSHIP TO THE ICT UNIT	1.1	Oversee and manage human resources in the ICT Unit in an effective and efficient manner.
		1.2	Plan, organize and control activities and resources pertaining to the functions of the ICT Unit.
		1.3	Manage the development and implementation of the Annual Performance Plans for the ICT Unit.
		1.4	Measure and monitor the achievement of strategic objectives of the Unit and take corrective measures.
		1.5	Manage the performance of all direct reports.
2	IT GOVERNANCE	2.1	Lead the development and communication of the organisation's policies for corporate governance of information.
		2.2	Contribute to strategic plans for IT, which satisfy the current and ongoing needs of the Commission's business strategy, and the current and future capabilities of IT.
		2.3	Promote clear decision making, leading to valid reasons for IT acquisitions.
		2.4	Monitor provision of IT services, levels of service and service quality.
		2.5	Ensure that the Commission's business processes are compliant with relevant legislation, and that the organisation operates according to the principles embedded in relevant standards.

		2.6	Promote IT policies, practices and decisions which recognise the current and evolving needs of all the stakeholders.
3	INFORMATION MANAGEMENT	3.1	Specify at a strategic level the business functions and data subjects needed to support future business, thereby enabling the development of an Information Architecture.
		3.2	Establish and communicate the Commission's information management strategy, developing it as an integrated part of the business strategy.
		3.3	Direct information resources, to create value for the stakeholders by improving the performance of the organisation, whilst maintaining the principles of professional standards, accountability, openness, equality and diversity and clarity of purpose.
		3.4	Ensure compliance with regulations, standards and codes of good practice relating to information and documentation, records management, information assurance and data protection
4	ENTERPRISE AND BUSINESS ARCHITECTURE	4.1	Direct the creation and review of an enterprise capability strategy to support the strategic requirements of the Commission.
		4.2	Identify the business benefits of alternative strategies.
		4.3	Direct development of enterprise-wide architecture and processes which ensure that the strategic application of change is embedded in the management of the organisation.
		4.4	Ensure compliance between business strategies, enterprise transformation activities and technology directions, setting strategies, policies, standards and practices.

5	INFORMATION TECHNOLOGY MANAGEMENT	5.1	Lead IT strategic and operational planning to achieve business goals by fostering innovation, prioritizing IT initiatives and coordinating the evaluation, implementation and management of current and future IT systems across the Commission.
		5.2	Set strategy for management of resources, including corporate telecommunications functions, and promote the opportunities that technology presents to the Commission, including the feasibility of change and its likely impact upon the business.
		5.3	Formulate and direct the Commission's IT Strategy, ensuring effective deployment and management of IT resources.
		5.4	Authorize allocation of resources for the planning, development and delivery of all information systems services and products.
		5.5	Authorise organisational policies governing the conduct of management of change initiatives and standards of professional conduct.
		5.6	Maintain an overview of the contribution of programmes to organisational success.
		5.7	Inspire creativity and flexibility in the management and application of IT.
		5.8	Set strategy for monitoring and managing the performance of IT-related systems and services, in respect of their contribution to business performance and benefits to the Commission.
6	RISK MANAGEMENT	6.1	Align IT risk management with organization-wide risk management.
		6.2	Manage and maintain the integrity of all electronic and optical books and records of the Commission.
		6.3	Interact with senior management team to monitor and validate the organization's compliance with information security policies; play a key role in defining these
		6.4	Ensure compliance with applicable security requirements and standards.

		6.5	Ensure integrity and security of data and systems; direct development and execution of an enterprise-wide disaster recovery and business continuity plan, as well as continually assess and provide guidance on cybersecurity threats and risks and providing appropriate mitigation options.
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E. Advisory Responsibility

Is it required from the post holder to give formal advice and engage with external stakeholders? Please indicate the type of advice given and to whom.

To Whom	Type of Advice/ Information
Chief Executive Officer, Commissioners, Senior Managers and Staff.	<ul style="list-style-type: none">• Share information• Obtain information to guide the provision of ICT Services• Provide feedback on various interventions
External service providers and other strategic partner	Obtain information, inputs and support regarding the provision of ICT support

F. Accountability

These fields are not compulsory and should only be completed if the fields are relevant to your post

Number of staff directly managed	7
Number of staff indirectly managed	0
Financial accountability	R6.3 million

G. Inherent requirements of the Post

The minimum qualifications, skills, knowledge, experience and behaviour that are required to perform the job competently.

Skills/ Knowledge/ Behaviour:

Requirement	Type
<p>Key competencies</p> <p><i>(This field requires a list of all skills, behaviour and attitude requirements)</i></p>	<ul style="list-style-type: none"> • Financial management • Strategic capability and leadership • Programme and project Management • Problem solving and analysis • People management and empowerment • Knowledge management • Communication • Change management • Service delivery innovation • Honesty and integrity
<p>Knowledge and education</p> <p><i>(This field requires a list of all knowledge requirements relevant to this post e.g. Knowledge of the Public Service Act.)</i></p>	<ul style="list-style-type: none"> • Bachelor's degree in the field of computer science or Information Technology or related field. • Post Graduate degree will serve as added advantage. • Thorough understanding of cybersecurity risks and mitigation options. • Thorough understanding of computer systems characteristics, features and integration capabilities, experience with telephone and voice and data communication preferred. • Excellent understanding of project management principles and ability to deliver projects on time and within budget. • Ability to determine technology strategies to achieve business goals and implement those strategies by setting appropriate goals for team. • Ability to develop and manage a budget and effectively manage expense allocations.

<p>Experience</p> <p><i>(Please list all relevant experience required for the post)</i></p>	<ul style="list-style-type: none"> • At least 8 years of progressive experience managing functions and teams dealing with IT, work flow and systems. • Experience with systems design and development from business requirements analysis through day-to-day management.
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H. Career pathing	
Next higher position:	The Chief Executive Officer
What is required to progress:	Refer to job profile for requirements

I. Job profile agreement

The Manager or his/her nominee reserves the right to make changes and alterations to this job profile as he/she deem reasonable, after due consultation with the post holder.

We the undersigned agree that the content of the completed Job Profile gives an accurate outline and content of the Post.

Title	Name	Employee Number	Signature	Date