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## INTERNAL / EXTERNAL ADVERTISEMENT

### PROGRAMME: CORPORATE SUPPORT SERVICES

REFERENCE	POSITION	No. of VACANCIES AVAILABLE
20241018	Director: Information and Communication Technology	One (1) Level – P05 Permanent Salary R1,692,308 CTC per annum

**REPORTS TO** : Executive Director: Corporate Support Services

### **PURPOSE**

Oversee the use of Information and Communication Technology (ICT) as a strategic resource to drive the objectives of the institution and ensure that all the resources (systems, people and processes) necessary to support its operations are in place.

### **Key Outputs**

#### **Tactical and Operational Planning**

- To contribute to the development of the strategic plan for the CSS Stream as a member of the senior management team
- To communicate and ensure commitment to the CSS Stream strategy within his/her span of control
- To translate the GPL and CSS strategy into the Directorate's objectives and plans
- To ensure effective and efficient financial resourcing of the APP
- To calculate and project a sound budget in line with the GPL Strategic Planning Process
- To monitor, control and direct the Directorate's implementation and expenditure of the Directorate's budgets.
- To monitor the Directorate's adherence to Financial Management of Parliament and Provincial Legislature Act (FMPPLA)
- To ensure the attainment of the strategic objectives of the Directorate as well as the Institutional Scorecard imperatives through effective utilisation of the approved Directorate budget

- To support internal and external audit processes and implement agreed upon action plans to alleviate and mitigate audit findings.
- To manage transformation imperatives within the Directorate in line with change management framework and GPL Scorecard

### **Information Communications and Technology (ICT) Strategy Implementation**

- The Director ICT is the common delivery thread that ensures that ICT initiatives are continually aligned to business and government.
- Responsible for overall strategy implementation within GPL
- Responsible for the on-going strategic alignment of Strategic IT Plan with business
- Accountable for the implementation of the Strategic IT plan
- Approve, prioritize and control projects and the project portfolio as they relate to the selection, acquisition, development and installation of major information systems.
- Review hardware and software acquisition and maintenance contracts and pursue master agreements to capitalise on economies of scale.
- Define and communicate corporate plans, policies and standards of the Institution for acquiring implementation and operating IT systems.

### **ICT organisation and governance**

- Establish a new ICT organisational structure.
- Grow the capacity of the ICT function.
- Revitalise ICT governance.
- Implement ICT security management.
- Implement ICT Service Management
- Investigate and implement GPL EA and management process.
- Investigate and implement Business Process Management (BPM)

### **ICT systems solutions**

- Enhancement & roll-out of the LIMS throughout GPL
- Implement following systems solutions:
  - Monitoring and Evaluation System
  - Legal System
  - Implementing relevant modules on SAP system
  - Implement GPL knowledge and in-formation management system.
  - Implement GPL In-formation Portal.
  - Revitalise the current GPL Library System
  - Implement a Business Intelligence system.
  - Enhance GPL Internet & Intranet
  - Programme/Project Management tool.
  - Security Management System
  - GPL Catering System
  - Revitalise the CRM System

## ICT infrastructure solutions

- Investigate and implement server consolidation.
- Investigate WAP specification standards.
- Investigate the possibility of introducing FOSS products for word-processing, spreadsheet, and presentation office suites.
- Investigate SMS specification standards.
- Investigate MMS specification standards.
- Upgrade Microsoft Server operating systems to the latest version and ensure application of the latest patches.
- Upgrade Microsoft SQL to the latest version and ensure application of the latest patches.
- Investigate the applicability of a Directory schema.

## Operational Management

- Ensure continuous delivery of IT services through oversight to service level agreements with end users and monitoring of IT systems performance.
- Ensure IT system operations adhere to applicable laws and regulations.
- Establish lines of control for current and proposed information systems
- Promote and oversee strategic relationships between internal IT resources and external entities.

## Financial and Risk Management

- Approved directorate strategic plans and budget that is aligned with the strategic vision and priorities in accordance with the Financial Management of Parliament and Legislatures Act and the Legislature Service Act
- Effective and approved Strategic planning and business planning processes.
- Communicate and ensure buy-in of the strategy to ICT directorate staff and all other levels in the GPL.
- Manage the budget of the directorate in line with budget allocation and directorate workplan.
- Effective implementation of financial management policies
- Determine directorate resource (people, finances, infrastructure, systems) requirements and the necessary representations to the Executive Director: Corporate Support Services for the required resources.
- Account for the optimal utilisation of all directorate resources including the optimal allocation of people across the business units.
- Ensure risk management systems and processes are in place and adhered to within the directorate.
- Establish ICT governance through Institutional structures, i.e. ICT Strategy Committee, ICT Steering Committee and ICT Operations Committee
- Investigate and implement GPL EA and management process.
- Investigate and implement Business Process Management (BPM)
- Implement a Business Intelligence system.

- Investigate and implement server consolidation.
- Investigate WAP specification standards.

### **Stakeholder Management**

- To ensure optimal integration of the ICT Directorate by partnering with Directorates/Units across GPL with a specific aim of delivering a seamless/integrated/collaborative service to stakeholders by attending and actively participating at various for a
- To ensure that the Directorate's processes integrate with the rest of the organisation where a collaborative approach is required.
- To participate with relevant subcommittee/s of SALSA (South African Legislatures Secretaries Association) and to ensure GPL alignment to SALSA practices
- To coordinate and facilitate consultation with stakeholders to define business and systems requirements for new technology implementations.

### **Monitoring and Evaluation**

- To compile regular ICT reports, in line with approved GPL reporting templates, for submission to the Office of the Executive Director Corporate Support Services and other relevant structures
- To provide consistent and accurate feedback to the ICT Directorate's Management team and staff regarding decisions and directives from the Executive Director, collaborative fora and sub-committees of the Secretariat
- Oversee implementation of all directorate strategic projects
- Ensure that project management principles are adhered to in the implementation of directorate projects.
- Ensure the necessary monitoring and evaluation systems are in place for the directorate performance against business plan.
- Conduct regular monitoring and evaluation of directorate performance and take corrective action as required.
- Inculcate a culture of monitoring and evaluation throughout the directorate through training and communication initiatives.

### **Human Capital Management**

- Recruiting and selecting the most suited incumbent/s for vacant role/s
- Implementing the Integrated Performance Management System according to the policy and reporting to the Executive Director and various Secretariat structures on the performance of the Directorate
- Identifying skills shortages for the management team and developing training plans for the Directorate in conjunction with the management team. Implementation of the Individual Development Plan to be monitored and an evaluation of the impact of the intervention to be conducted

- To create a conducive working culture that promotes high performance and results in low staff turnover.

### **Contract Management**

- Facilitate and coordinate the outsourced internal audit function and the annual regulatory audit by the Auditor General
- To proactively plan for all capital projects through the Institutional Strategic and Budgeting process by:
  - Ensuring all Directorate projects are scoped and implemented through an approved GPL project management methodology.
  - Ensuring compliance to the approved GPL contract management framework

### **Competencies:**

- Problem Solving and Analysis
- Human Capital Management
- Policy Management
- Change Management
- Strategic Management
- Project Management
- Financial Management
- Conflict Management
- Report Writing
- Monitoring and Evaluation
- Risk Management
- Performance Management

### **Knowledge and skills**

- Financial Management of Parliament & Provincial Legislatures Act (FMPLA) knowledge
- Business Continuity Management knowledge and skill
- Financial and Governance Management
- Human Capital
- Stakeholder
- Project Management
- Contract Management
- Strategic Planning Management

### **Qualification and Experience:**

- B-degree qualification plus a Post Graduate degree or equivalent in Information Technology or Computer Science or a related field

- Certifications relating to Service Management, ICT Governance, ICT Risk and Control, Enterprise Architecture, Project Management and Cybersecurity would be advantageous.
- A Master's degree in either of the field of technology or an MBA with technology as a core component will be an advantage.
- A minimum of 8 years' experience in managing and /or directing an ICT operation.
- A minimum of 5 years' experience in project managing major complex ICT projects
- A minimum of 5 years' experience in Senior Management
- A minimum of 5 years management experience with exposure to people management, business plan development / strategic planning and execution, budgeting, and contract management within the broader public sector
- A minimum of 5 years demonstrated operational experience gained in a parliamentary or legislative environment is essential, either at local, provincial or national level, not excluding Chapter 9 institutions
- Experience in Microsoft Azure and 365 environments (Dynamics 365, Office 365, SharePoint, Exchange Online, OneDrive, Power Apps, Power BI
- Significant exposure to data processing, hardware platforms, enterprise software applications and outsourced systems.
- Proven experience in IT planning, organization and development

**Closing date for applications: 23 October 2024**

NB: The Gauteng Provincial Legislature is committed to the achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. People with disabilities are particularly encouraged to apply. Appointment will be made subject to completion of background/reference checks. Potential candidates for the post may be subjected to security vetting and screening by State Security Agency, and appointment to the post be determined based on the results from such screening and vetting. The Provincial Secretary of Gauteng Legislature reserves the right to approve or decline the appointment.

**To apply for this position, submit your cv to [Hrrecruitment@gpl.gov.za](mailto:Hrrecruitment@gpl.gov.za) for internal candidate and [Hrrecruitment1@gpl.gov.za](mailto:Hrrecruitment1@gpl.gov.za) for external candidates with your certified supporting documents (i.e. ID, certified Copy of qualifications with at least two contactable references) by navigating through the following web address:**

**<https://www.gpl.gov.za/careers/>**

**Always quote the position reference number on the subject line – applications without a position reference number will not be considered.**