

JOB PROFILE

JOB TITLE	Chief Strategy and Information Officer (CSIO)
JOB GRADE	TBA
REPORTING TO	Chief Executive Officer
MAIN PURPOSE OF THE JOB	<p>To provide overall management of the ICT function, and the strategy as well as performance management of the organisation.</p> <p>This entails the formulation and implementation of the overall ICT strategic plan, policies, guidelines and systems. With respect to strategy and organisational performance, the incumbent has to ensure the formulation, implementation and application of organisational strategy and monitoring and evaluation.</p>
NO. OF INCUMBENTS	01
LOCATION	National Office: Pretoria
PREFERRED MINIMUM EDUCATION AND EXPERIENCE	<p><u>Qualifications</u></p> <ul style="list-style-type: none"> • NQF level 6: B degree • Honours Degree in Business or Administration or any other relevant qualification. • Masters Degree in Business (MBA) or any other accredited Masters Degree (Advantage) <p><u>Experience</u></p> <ul style="list-style-type: none"> • 3 -6 years experience at senior management level • Interaction with high level stakeholders such as the board, parliament, government and the Auditor General etc. • Significant experience in SMME business environment • Direct management of a major ICT operation • Experience in strategy formulation, Monitoring and Evaluation Systems, organisational performance and reporting.
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> • Provide strategic advice and analytical support to the CEO to assist her/him to assess the strategic options for Seda. • Ensure that there is appropriate capacity to facilitate the implementation of Seda strategy and annual business plan. • Implement a monitoring and evaluation system to assist the management to assess organizational performance reliably and to take informed decisions, as well as to report on the performance to key stakeholders.

	<ul style="list-style-type: none"> • Ensure that the ICT strategy business processes and systems are applicable and relevant to the organisation • Ensure that all governance matters relating to ICT systems, standards, regulations and legal requirements are adhered to. • Ensure the availability of beneficial information and data required by management for effective decision making. • Ensure compliance to relevant ICT legislation and reporting requirements as directed by relevant bodies, i.e. Auditor General, Department of Trade and Industry, National Treasury, etc. • Develop and maintain corporate policies and standards aimed at maximizing effectiveness and minimizing costs related to the acquisition, implementation and operation of ICT systems.
PREFERRED KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Applicable business principles and in-depth understanding of the latest trends in the SMME environment. • Strategic and operational planning in line with industry trends. • Overall design, management and application of appropriate ICT systems to support business strategy, business processes and operations.
CRITICAL COMPETENCIES	<ul style="list-style-type: none"> • Leadership Skills • Project Management • People Management • Financial Management
	<p>To apply, please send your CV to recruitmentexec@seda.org.za Please state the position you are applying for in the subject line. Closing Date: 17 February 2012</p>