



## SCI-BONO DISCOVERY CENTRE NPC

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C/o Miriam Makeba & Helen Joseph Streets | Newtown | Johannesburg  
PO Box 61882 | Marshalltown | 2107

Company registration: 2004/010183/08 | VAT no: 473 021 6290  
PBO reference no: 930 014 449 | NPO Registration: 056-334-NPO

## MANAGER: IT (PERMANENT)

### JOB PURPOSE

To oversee the use of Information technology (IT) and devise the company's IT strategy to ensure that all systems necessary to support Sci-Bono's operations and objectives are in place.

### PRINCIPAL ACCOUNTABILITIES

### STRATEGY

- Develop Governance and Management Framework for IT
- Set objectives and strategies for the IT department.
- Work with senior management and other peers for strategy development and execution planning
- Devise and establish IT policies and systems to support the implementation of strategies.
- Select and implement suitable technology to streamline all internal operations and help optimize their strategic benefits.
- Design and customize technological systems and platforms to improve customer experience.
- Plan the implementation of new systems and provide guidance to IT professionals and other staff within the organization.
- Advise on purchases of IT equipment and software and establish partnerships with IT providers.
- Oversee the IT infrastructure (networks, computer systems, security systems, etc) in the organization to ensure optimal performance.

### BOARD OF DIRECTORS

Abbey Witbooi (Chairperson) | Dr Nandipha Madiba (Deputy Chairperson)  
Prof Bongani Bantwini | Zeth Malele | Patricia Maloka | Adv Lentswe Mokgatle | Nomndeni Banda  
Prof Khulekani Sitole | Godfrey Tsotetsi | Mashane Mphahlele | Prof Mfanelo Pat Ntsohi (CEO)

- Direct, organize and oversee IT-related projects.
- Monitor changes or advancements in technology to discover ways the company can gain competitive advantage.
- Analyse costs, value, and risks of information technology to advise management and suggest actions.
- Work across functions with peers in other groups/departments to ensure collaboration for shared goals.

### **IMPLEMENTS IT OPERATIONS PLANS**

- Oversee all technology operations (e.g., network security) and evaluate them according to established goals.
- Maintain organization's effectiveness and efficiency by defining, delivering, and supporting operational plans for implementing information technologies.
- Plan, organize, control, and evaluate IT and electronic data operations.
- Oversee the development and maintenance of the IT strategic plan.
- Ensure clarity around priorities and goals for the IT Department
- Design, develop, implement, and coordinate systems, policies, and procedures.
- Ensure a stable IT infrastructure environment is maintained.

### **MANAGES THE PROVISIONING OF HIGH INFRASTRUCTURE AVAILABILITY TO THE BUSINESS**

- Manage and implement the necessary structures to ensure optimal usage and availability of LAN and WAN network environment.

### **MANAGES ASSETS AND IT INFRASTRUCTURE**

- Analyse the business requirements of all departments to determine their technology needs.
- Ensure that accurate infrastructure inventory is kept and keep records of the Company staff's hardware.

## **MANAGES SUPPORT TEAM**

- Manage, provide support and coaching to subordinates which contribute to the achievement of improved performance.

## **EDUCATION AND EXPERIENCE**

- BSc/BA in computer science, engineering, or relevant field; MSc
- IT Industry Certification (e.g., Cisco, CompTIA, EC Council)
- 5 years proven experience in a similar managerial role.

## **KNOWLEDGE/SKILLS**

- Excellent knowledge of IT systems and infrastructure
- Background in designing/developing IT systems and planning IT implementation.
- Solid understanding of data analysis, budgeting and business operations
- Superior analytical and problem-solving capabilities
- A strong strategic and business mindset
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities

***The Sci-Bono Discovery Centre is an equal opportunity employer, guided by the principles of Employment Equity. To comply with our equity plans and embracing diversity, preference for this position will be given to white candidates and people living with disability. Interested and qualified candidates are invited to email CV's to the: Human Resources Office [recruitment.sci-bono@sci-bono.co.za](mailto:recruitment.sci-bono@sci-bono.co.za) with Refence Number REC/VR\_202308. Only CVs submitted with the correct reference number will be attended to.***

***Closing date: 30 June 2023.***

***Disclaimer: Communication will be entered into with short listed candidates only.***