

EXTERNAL ADVERT

Location:	Centurion
Division:	ESS
Date last modified:	February 2024
Reports to:	Senior Manager IT
Nature of employment:	Permanent
Total Guaranteed Pay:	Market related

[Information Management Specialist]

The main purpose of this role, not limited to:

- 1) Managing, monitoring, protecting, and enhancing all information needs.
- 2) Classification of content, SharePoint content management, data analytics, and data leakage prevention.

THE KEY PERFORMANCE AREAS OF THE ROLE IN FOCUS, ARE:

1. STRATEGIC DIRECTION AND ALIGNMENT

- Contribute to the development of the IT functional strategy and objectives in line with the TCTA Strategy.
- Contribute to the development of the IT functional operational plans and KPIs in support of the function's strategy and the TCTA's overall strategy.
- Drive the implementation of the Information Management strategies, plans and procedures to compliment and support the IT and TCTA strategies.
- Assist in driving the implementation of the IT functional strategy, plans and procedures to compliment and support the TCTA Strategy.
- Keep abreast of new developments and best practice in IT and Information management internationally and locally TCTA Strategy.

2. OPERATIONAL LEADERSHIP AND PROCESS MANAGEMENT

- Providing leadership regarding all the operations of the department from an overall perspective, which includes the provision of ICT Project Management.

- Reviewing, executing, and monitoring of the ICT strategy and framework to be aligned with TCTA's strategic goals, objectives, and departmental operational plan.
- Providing guidance, expertise, and advice to Management on trends, best practice and applicable policies and legislation to the relevant Committees.
- Driving the implementation of plans, policies, processes, practices, procedures, and systems and ensuring sustainability of business.
- Ensuring that operation meets all goals, targets and timelines and creates value for the business and ensuring credibility.
- Managing the relationships and networks with internal and external stakeholders

3. INFORMATION MANAGEMENT AND PRIVACY

- Develop, lead, and deliver the information management programme, including the implementation of the delivery of the programme and initiatives within IT.
- Maintain expert knowledge in public sector information management, privacy, and record management practice.
- Manage the development and implementation of information management strategies, policies, and processes at TCTA.
- Develop and maintain strong information management governance systems and processes.
- Manage and continuously improve the processes supporting TCTA's physical and digital records.
- Incorporate compliance and standards-based good practice design and operation of TCTA information assets and processes for managing physical and digital documents and record.
- Provide TCTA staff with information management and privacy guidance, training, and configuration advice so they can work effectively while meeting TCTA's information management and privacy policies and processes and complying with relevant legislation.
- Educate TCTA Staff and stakeholders on information management, privacy, and records management good practice to support new ways of working through the use of digital technology and collaborate with information at TCTA.

4. GOVERNANCE AND REPORTING

- Monitoring and reporting on the Information Management practice development progress.
- Monitoring and reporting on legislative and statutory compliance as defined by the government.
- Managing the strategic relationships and networks with internal and external stakeholders.
- Development and implementation of Information Management legislation, frameworks

5. PEOPLE MANAGEMENT

- Ensure that the Records Management Coordinator has a signed performance agreement.
- Performance Assessments conducted and finalised as per the set timelines.
- Performance agreements and assessments in place and finalised timeously.
- Staff trained as per their PDP

6. INTERNAL AND EXTERNAL AUDITS

- Ensure submission of relevant information as requested by auditors within the prescribed timelines.
- Clarifications submitted to the auditors within the prescribed timelines.
- Audit findings management response submitted within prescribed timelines.
- Inputs into the management action plan to address findings.
- Resolution of management action plans within the prescribed timelines

MINIMUM REQUIREMENTS

- B Degree or B-Tech in Information Management
- 8 years experience in Records Management
- Experience in Senior IT management team
- Experience in Data Analysis
- Experience in Information Management
- Experience in the National Archives

Please email your CV accompanied by a Cover Letter to careers@tcta.co.za the subject should be the position title. For enquiries, please contact Nangamso Magocoba on Nmagocoba@tcta.co.za

TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourages and welcome people with various disabilities to apply;

If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.

All appointments shall be subject to Competency Assessments.

A detailed job profile is available on request.

Closing date: 04 March 2024

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