



**ICT MANAGER**  
**Ref. ICT – 2019**  
**All-inclusive salary R517 492**

**JOB PURPOSE:** To manage ICT, Information Systems and IT Governance processes in the institution.

**KEY RESPONSIBILITIES**

- Manage the institution's information technology and computer systems;
- Plan, organize, direct, control and evaluate the operations of information systems and electronic data processing (EDP);
- Develop and implement policies and procedures for electronic data processing and computer systems operations and development;
- Meet with managers and steering committee to discuss system requirements, specifications, costs and timelines;
- Manage information systems personnel and contractors to design, develop, implement, operate and administer computer and telecommunications software, networks and information systems;
- Control and manage the department's budget and expenditure;
- Maintain current and accurate inventory of technology hardware, software and resources;
- Advise staff on security breach and/or change in password or security status;
- Ensure hardware is stripped and secured before disposal.

**QUALIFICATIONS AND EXPERIENCE**

- A Bachelor's Degree (NQF7) in Information Technology or equivalent;
- At least 5 years' proven experience in the ICT field;
- Experience in Linux Systems will be advantageous;
- Knowledge of systems applications (Microsoft Office program suite, Windows Server, Windows System Update Server, etc.
- Systems security experience securing data from internal and external attack.

**Applications consisting of a comprehensive CV, certified copies of qualifications, including matric/Grade 12 certificates and ID should be posted or emailed to the following address:**

Human Resource Department  
Performing Arts Centre of the Free State  
P.O. Box 1293  
Bloemfontein  
9301

Email: [applications@pacofs.co.za](mailto:applications@pacofs.co.za)

**Candidates who have previously applied for this position are encouraged to re-apply.**