



Job Profile Information Communication & Technology

JOB INFORMATION SUMMARY	
JOB TITLE:	Executive Director: Information Communication & Technology
REPORTS TO:	Managing Director
OCCUPATIONAL LEVEL	Executive Management
FUNCTIONAL AREA:	Office of the Managing Director
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	PIKITUP Head Office

ROLE PURPOSE
<p>The Executive Manager: ICT is responsible for establishing the company's ICT technical vision and leading all aspects of the company's technology development. As Head of Information Communication Technology, he/she plays an integral role in the company's strategic direction, development and future growth. The responsibilities include leading the execution of technology strategy and technology platforms, partnership and external relationships.</p> <p>It is the responsibility of this function to enable the environment for the effective and efficient delivery of Pikitup services, and to develop innovative technological enhancements to the way Pikitup do business.</p>

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
<ul style="list-style-type: none"> ■ Strategy 	<ul style="list-style-type: none"> ■ Provide leadership in the development of a strategic direction for information technology services, gauging and anticipating the diverse needs of Pikitup, monitoring trends and innovations in the waste and logistics industry to meet those needs; ■ Develop and implement strategic long and short-term technology plans; and making actionable recommendations to senior leadership ■ Develop an ICT policy and standards framework, in order to ensure that all aspects of the organisation are legal and compliant ■ Assist in the planning processes of the company through development of scenarios or simulations around various business choices ■ input into the Waste Minimisation strategies from a technology point of view ■ Engage with government and industry around innovations in waste technology to build Pikitup as a leader in integrated waste innovation management through the use of technology ■ Develop Pikitup ICT strategy that enables all business processes and functions
<ul style="list-style-type: none"> ■ Monitor and assess new waste related technologies as they 	<ul style="list-style-type: none"> ■ On-going proactive and planned research and development into technologies to support Pikitup's products and services ■ Assess the merit of unsolicited proposal brought to Pikitup for a

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<p>appear on the market</p>	<p>technology perspective</p> <ul style="list-style-type: none"> ■ Research waste minimisation technologies on their behalf ■ Provide support to the commercial unit around product and service technological innovation
<ul style="list-style-type: none"> ■ Information Technology 	<ul style="list-style-type: none"> ■ Ensure IT data security, risk management, disaster recovery and business continuity planning processes are in place and receive regular review for currency and adequacy; ■ ■ Initiate activities and policies that create a technology-friendly culture aligned with the company business strategy ■ Direct and manage the computing and information technology strategic plans to accomplish corporate goals and objectives ■ Ensure the computing and information technology infrastructure capabilities are responsive to the needs of the company's growth and objectives ■ Develop and establish operating policies and approaches for computing and information technology ■ Evaluate overall operations of computing and information technology and recommend enhancements ■ Ensure the security of the information systems, database, network communication lines and equipment ■ Provide sustainable ICT services and support ■ Ensure that ICT is managed in line with King IV and other ICT related governance frameworks ■
<ul style="list-style-type: none"> ■ Financial Management 	<ul style="list-style-type: none"> ■ Develop Information Communication and Technology budget in line with operational plan ■ Report on Financial performance of Information Communication and Technology ■ Monitor Information Communication and Technology expenditure against budget
<ul style="list-style-type: none"> ■ Contract Management 	<ul style="list-style-type: none"> ■ Ensure that all service delivery agreements are met and penalties for non-performance are imposed ■ Ensure that processes to ensure procurement are done correctly and on time ■ Conduct supplier performance monitoring ■ Ensure contract implementation and performance reporting to management
<ul style="list-style-type: none"> ■ Transformation 	<ul style="list-style-type: none"> ■ As an executive take responsibility for shaping Pikitup operations to realize the vision and strategic direction of a transformed waste management company in line with the City of Johannesburg GDS 2040 goals
<ul style="list-style-type: none"> ■ HR Management 	<ul style="list-style-type: none"> ■ Develop and organize technology talent that is structured to efficiently deliver services across Pikitup; ■ Function as integral part of the management ■ Empowering staff and mobilising resources towards areas of increasing results

Job profile: Information Communication & Technology

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	<ul style="list-style-type: none"> ■ Mentoring and coaching staff to ensure the succession process within the department ■ Identify training needs and implement PDP for direct reports ■ Creating a culture of achieving success by ensuring that staff are qualified, motivated and trained ■ Initiating, directing and facilitating the creation of an environment conducive for transformation ■ Establish the relevant controlling procedure

KEY RELATIONSHIP INTERFACES
<p>Internal Key Relationships (to Pikitup):</p> <ul style="list-style-type: none"> ■ Pikitup Board ■ Pikitup MD ■ Pikitup Executives, Senior Manager ■ Pikitup Staff <p>External Relationships (with departments and other key parties):</p> <ul style="list-style-type: none"> ■ CoJ (Shareholders) ■ Government departments ■ Contractors ■ Consultants ■ Vendors ■ Research and development organisations

Job Specific Requirements	
Competencies (Knowledge, skills and attributes)	
<p>Skills</p> <ul style="list-style-type: none"> ■ Strong communication and diplomacy skills ■ Analysis and problem solving ■ Strategy formulation and implementation ■ Influence and collaborative skills ■ Effective verbal and written presentation at all levels ■ Report writing ■ Data analysis ■ ICT facilities/asset management ■ Change Management ■ Project management ■ Application hosting management and support management 	<ul style="list-style-type: none"> ■ Integrity and Honesty ■ Strategic thinking ■ Organising & Prioritising ■ Judgement and decision making ■ Building a vision ■ Adapting and responding to change ■ Developing relationships ■ Dynamic and influential ■ Networking and collaboration
<p>Knowledge</p> <p>State the job knowledge required</p>	<ul style="list-style-type: none"> ■ Technology product management ■ Knowledge on Information Technology hardware infrastructure ■ Strong commercial understanding ■ understanding Municipal Finance management Act (MFMA) and related regulations ■ Knowledge of Treasury Regulations and

Job profile: Information Communication & Technology

	<ul style="list-style-type: none">Public Service Regulations■ Knowledge of the South African Audit Standards■ Knowledge of industry standards, best practice and trends in the discipline
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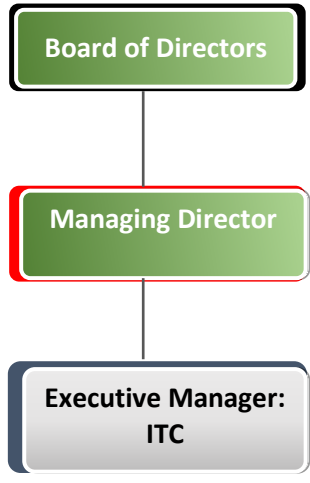
Minimum Qualifications

- Postgraduate degree in Computer Science, Information Technology or equivalent.
- In-depth understanding of ICT functions
- Qualification in Municipal Financial Management Act (MFMA), candidates who do not possess this qualification will be required to acquire it within 18 months from date of appointment

Minimum Working Experience

- 10 years relevant experience
- 8 years' senior management experience

Structure:



Job profile approved by:

_____	_____	_____
Name (Incumbent)	Signature	Date
_____	_____	_____
Name (1 st level Manager)	Signature	Date