



## Job Profile

### GM: ICT

JOB INFORMATION SUMMARY	
JOB TITLE:	GM: ICT
REPORTS TO:	Managing Director
PROPOSED PATERSON JOB GRADE:	E - Band
OCCUPATIONAL LEVEL	Senior Management
FUNCTIONAL AREA:	Information Communications Technology
COMPANY:	PIKITUP SOC (Ltd)
LOCATION	PIKITUP Head Office

ROLE PURPOSE
The General 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. Responsibilities include: leading the execution of technology strategy and technology platforms, partnerships and external relationships.

ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
<ul style="list-style-type: none"> <li>■ Strategy</li> </ul>	<ul style="list-style-type: none"> <li>■ Provide the technical vision in alignment with and to complement the business vision</li> <li>■ Advises all PIKITUP senior managers on business decisions that involve technology decisions</li> <li>■ Provide all PIKITUP ICT strategic positions and choices</li> <li>■ Assist in the planning processes of the company through development of scenarios or simulations around various business choices</li> <li>■ Input into the Waste Minimisation strategies from a technology point of view</li> <li>■ 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.</li> </ul>
<ul style="list-style-type: none"> <li>■ Monitor and assess new waste related technologies as they appear on the market</li> </ul>	<ul style="list-style-type: none"> <li>■ On-going proactive and planned research and development into technologies to support PIKITUP's products and services</li> <li>■ Assess the merit of unsolicited proposals brought to PIKITUP for a technology perspective</li> <li>■ Research waste minimisation technologies on their behalf</li> <li>■ Provide support to the commercial unit around product and service technological innovation</li> </ul>
<ul style="list-style-type: none"> <li>■ Information Technology</li> </ul>	<ul style="list-style-type: none"> <li>■ Initiate activities and policies that create a technology-friendly culture aligned with the company's business strategy</li> </ul>



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<ul style="list-style-type: none"> <li>■ Direct and manage the computing and information technology strategic plans to accomplish corporate goals and objectives</li> <li>■ Ensure the computing and information technology infrastructure capabilities are responsive to the needs of the company's growth and objectives</li> <li>■ Develop and establish operating policies and approaches for computing and information technology</li> <li>■ Evaluate overall operations of computing and information technology functions and recommend enhancements</li> <li>■ Ensure the security of the information systems, databases, network communication lines and equipment.</li> <li>■</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Communication Technology</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Direct the information and data integrity of the company and its business units</li> <li>■ Ensure all the telephony and other communications needs of the business are met.</li> <li>■</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Transformation</b></li> </ul>	<ul style="list-style-type: none"> <li>■ As a senior manager take responsibility for shaping Pikitup ICT operations to realise the vision and strategic direction of a transformed waste management company in line with the City of Johannesburg (CoJ) GDS 2040 goals</li> <li>■</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Project Management</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Schedule and Programme work</li> <li>■ Deal with and manage Subcontractors</li> <li>■ Manage building construction</li> <li>■ Manage costs</li> <li>■ Complete projects in time and on budget</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>Contract Management</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Ensure that all service delivery agreements are met and penalties for non-performance are imposed</li> <li>■ Ensure that processes to ensure procurement are done correctly and on time</li> <li>■ Conduct supplier performance monitoring</li> <li>■ Ensure contract implementation and performance reporting to management</li> </ul>
<ul style="list-style-type: none"> <li>■ <b>HR Management</b></li> </ul>	<ul style="list-style-type: none"> <li>■ Develop and implement optimal organisational structures</li> <li>■ Set human capital targets and manage staffing levels accordingly</li> <li>■ Manage all Pikitup ICT deliverables</li> <li>■ Manage deliverables of direct reports</li> <li>■ Conduct quarterly performance reviews respectively</li> <li>■ Motivate and coach direct reports</li> <li>■ Inform directs reports of organisational development on a regular basis</li> <li>■ Identify training needs and implement PDP for direct reports</li> </ul>



## KEY RELATIONSHIP INTERFACES

### Internal Key Relationships (to Pikitup):

- Pikitup Board
- Pikitup MD
- Pikitup Executives, Senior Managers
- Pikitup Staff

### External Relationships (with departments and other key parties):

- CoJ (Shareholders)
- Government departments
- Contractors
- Consultants
- Vendors
- Research and development organisations

## Job Specific Requirements

### Competencies (Knowledge, skills and attributes)

Skills	Behaviours
<ul style="list-style-type: none"> <li>• Strong communication and diplomacy skills</li> <li>• Analysis and problem solving</li> <li>• Strategy formulation and implementation;</li> <li>• Report writing skills</li> <li>• Influencing and collaborative skills</li> <li>• Effective verbal and written presentation at all levels</li> <li>• Report Writing</li> <li>• Data Analysis</li> <li>• ICT facilities/asset management</li> <li>• Change Management</li> <li>• Project Management</li> <li>• Application hosting management and support management</li> </ul>	<ul style="list-style-type: none"> <li>• Integrity and Honesty</li> <li>• Strategic thinking</li> <li>• Organising &amp; prioritising</li> <li>• Judgement and decision making</li> <li>• Building a vision</li> <li>• Adapting and responding to change</li> <li>• Developing relationships</li> <li>• Dynamic and Influential</li> <li>• Networking and Collaboration</li> </ul>
<p><b>Knowledge:</b> State the job knowledge required</p>	<ul style="list-style-type: none"> <li>• Technology product management</li> <li>• Knowledge on Information Technology hardware infrastructure</li> <li>• Strong commercial understanding</li> <li>• Understanding of Municipal Finance Management Act (MFMA) and related regulations</li> <li>• Knowledge of Treasury Regulations and Public Service Regulations</li> <li>• Knowledge of the South African Auditing Standards</li> <li>• Knowledge of industry standards, best practices and trends in the discipline</li> </ul>

## Qualifications

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Minimum	Ideal
<ul style="list-style-type: none"> <li>A bachelor's degree in Computer Science, Information Technology or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>A postgraduate degree in a relevant field or an MBA</li> </ul>

Experience	
Minimum	Ideal
<ul style="list-style-type: none"> <li>A minimum of eight years' relevant ICT experience</li> <li>Five years senior management level experience in a comparable environment</li> <li>Demonstrated experience/ exposure to information system development, information system management, business analysis, system analysis, workflows, data flows, data content/ repository and technology and infrastructure management and delivery</li> </ul>	<ul style="list-style-type: none"> <li>10 years ICT experience</li> <li>Experience in working in a local government environment</li> </ul>

Job profile approved by:		
_____	_____	_____
<b>Name (Incumbent)</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Name (1<sup>st</sup> level Manager)</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____
<b>Name (2<sup>nd</sup> level Manager)</b>	<b>Signature</b>	<b>Date</b>