



## Job Profile GM: ICT

### JOB INFORMATION SUMMARY

<b>JOB TITLE:</b>	GM: ICT
<b>REPORTS TO:</b>	Executive Manager: Information Communication Technology
<b>JOB GRADE:</b>	E1/TASK 19
<b>OCCUPATIONAL LEVEL</b>	Senior Management
<b>FUNCTIONAL AREA:</b>	Information Communication Technology
<b>COMPANY:</b>	PIKITUP SOC (Ltd)
<b>LOCATION</b>	PIKITUP Head Office

### ROLE PURPOSE

The General Manager: ICT is responsible for establishing the company's technical vision and leading all aspects of the company's technology development. As head of 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 to complement the business vision</li> <li>Advise all PIKITUP senior managers on business decisions that involve technology decisions</li> <li>Provide all PIKITUP 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> <li>Direct and manage the computing and information technology</li> </ul>



ROLE REQUIREMENT	
Essence of the role/Key Accountabilities	Key Activities / Decision Areas
	<p>strategic plans to accomplish corporate goals and objectives</p> <ul style="list-style-type: none"> <li>■ Ensure the computer 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, communication lines and equipment.</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> </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 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> </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 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 direct 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)

Behaviours	Skills
<ul style="list-style-type: none"> <li>■ Strategic thinking.</li> <li>■ Organising and prioritizing.</li> <li>■ Honesty and integrity.</li> <li>■ Building a vision.</li> <li>■ Networking and collaboration.</li> <li>■ Developing Relationships.</li> <li>■ Dynamic and Influential.</li> <li>■ Judgement and decision making.</li> <li>■ Adapting and responding to change.</li> </ul>	<ul style="list-style-type: none"> <li>■ Strong communication and diplomacy skill Analysis and problem solving.</li> <li>■ Influencing and collaborative skills.</li> <li>■ Report Writing Skills.</li> <li>■ Data Analysis.</li> <li>■ Influencing and collaborative skills.</li> <li>■ Effective verbal and written presentation at all levels.</li> <li>■ ICT facilities/asset management.</li> <li>■ Change Management.</li> <li>■ Project Management.</li> <li>■ Application hosting management and support management.</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	
Minimum	Ideal
<ul style="list-style-type: none"> <li>■ A Bachelor's degree in Computer science, Information technology or equivalent.</li> <li>■ Driver's license and access to own vehicle</li> </ul>	<ul style="list-style-type: none"> <li>■ A postgraduate degree in a relevant field.</li> </ul>
Experience	
Minimum	Ideal
<ul style="list-style-type: none"> <li>■ 8 years' relevant ICT experience with 5 years' managerial experience.</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>■ 5 years' senior management level experience in a comparable environment.</li> <li>■ 10 years ICT experience.</li> <li>■ Experience working in a local government environment.</li> </ul>

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