



Monday the 14th of March, 2017

Humana People to People SA: Economy & Administration

Position: ICT Manager
Reporting To: Country Finance Manager
Location: Pinetown
Duration: 1 Year renewable

Purpose of the Role:

HPPSA has just installed a server and is excited to develop it as a platform for leveraging technology in its development work. The position will have the primary role to the server and in securing that all HPPSA employees are trained and linked to the serve. The position will thus explore, lead, maintain and support ICT systems, solutions and services across the organisation.

The position make sure HPPSA is working with the best possible infrastructure, systems and applications to deliver on our objectives.

With an employee based of 1469 people, HPPSA currently has a diverse portfolio of 12 contracts (USAID, GF, Corporate South Africa, Govt Departments etc) implemented through 18 development projects (on HIV/AIDS, TB, Malaria, Maternal and Child Health, Agriculture, and Education) in 6 of South Africa's provinces (Limpopo, MP, GP, FS, KZN, & EC).

Key responsibilities include but not limited to:

- Provide technical ICT expertise and provide support to the organisation;
- Evaluate and assess the organisation's ICT infrastructure requirements, propose and implement appropriate solutions;
- Evaluate and assess the organisation's ICT software requirement, propose and implement appropriate solutions;



- Provide a lead technical role in specified ICT projects and ensure effective management and coordination regarding such projects;
- Take a lead role in resolving system problems;
- Advise and lead ICT procurement requirements;
- Maintain and implement security protocols, quality control procedures and ICT procedures;
- Training groups of users on how to use the tool effectively.

Desired Skills & Experience

- B.Tech degree or national diploma or equivalent in ICT;
- Minimum of four years work experience in a similar position;
- Project management and coordination;
- Proficiency in report writing;
- Strong written and oral communication skills, analytical abilities and assessment/ auditing skills and high level of English proficiency;
- Ability to work under pressure and within tight deadlines;
- Ability to train and mentor non IT staff;
- The ability to solve hardware and software faults;
- Analytical approach to problem solving;
- Communication and liaison with service provider;
- Network and server management.
- In depth knowledge of trends and solutions in the Information and Communication Technology field. An awareness of emerging technological developments;
- IT development skills specifically in database development;
- Legal compliance requirements experience related to ICTs use;
- In depth knowledge of Microsoft office products;