



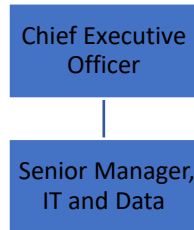
ROLE DESCRIPTION

JOB TITLE	IT and Data Manager	VERSION DATE	September 2024
NAME OF INCUMBENT		NUMBER OF POSITIONS	1
LOCATION	Parktown, Johannesburg.	DEPARTMENT	IT & Data
JOB FAMILY	Management.	REPORTS TO (Position)	Chief Executive Officer.
GRADE			

PRIMARY PURPOSE

To lead the organization's information technology and data management initiatives. This role is responsible for overseeing IT infrastructure, data systems, and strategic technology implementations while ensuring data security, integrity, and accessibility across the organization and its partners.

ORGANOGRAM



KEY PERFORMANCE AREAS AND RESPONSIBILITIES

Key Performance Area	Performance Outputs
ICT Management	Provide ICT Management functions by: <ul style="list-style-type: none"> • Developing and implementing IT strategies aligned with organizational goals. • Managing IT infrastructure, including networks, servers, and cloud systems. • Overseeing cybersecurity measures and ensuring compliance with data protection regulations. • Leading IT projects, including system upgrades, migrations, and new technology implementations • Managing vendor relationships and negotiate contracts for IT services and products. • Overseeing any outsourced provision of technology, directing the work of systems analysts, developers, support specialists and other computer-related workers as per agreements. • Developing and maintaining IT policies, procedures, and best practices. <ul style="list-style-type: none"> - Evaluating user and business needs and system functionality, ensuring that outsourced IT facilities meet these needs
Data Management	Manage and ensure access to relevant mining industry data by: <ul style="list-style-type: none"> • Establishing and overseeing data governance frameworks and policies. • Managing data architecture, ensuring scalability, performance, and integration of data systems • Implementing and maintaining data quality assurance processes • Overseeing data warehousing and business intelligence initiatives • Collaborate with departments to identify data needs and provide solutions. • Developing and implementing a comprehensive BI strategy aligned with organizational goals. • Leading all data analytics initiatives to drive business insights. • Collaborating with business heads to align BI strategies with business needs.

	<ul style="list-style-type: none"> Fostering data-driven decision-making processes across the organization. Ensuring compliance with data privacy regulations (e.g., GDPR, CCPA) 		
Strategic Planning and Team Leadership	<p>Provide strategic and team leadership by:</p> <ul style="list-style-type: none"> Advising senior management and trustees on technology trends and opportunities Developing long-term plans for technology and data infrastructure upgrades Managing IT and data management budgets Identifying and mitigate potential risks related to IT and data systems Managing and mentor a team of IT and data professionals Fostering a culture of innovation, continuous improvement, and knowledge sharing Developing training programs to enhance staff technical skills and data literacy. <p>Collaborating with other department heads to align IT and data strategies with business objectives</p>		
ADHOC: Perform any and all responsible tasks given by the Manager			
MINIMUM REQUIREMENTS (What is required to perform the Essential Duties)			
Minimum (Core)	Added Advantage		
<ul style="list-style-type: none"> Bachelor's degree in computer science or related field of studies 	<ul style="list-style-type: none"> CISSP (Certified Information Systems Security Professional), or CISM (Certified Information Security Manager), or PMP (Project Management Professional), or CDMP (Certified Data Management Professional) 		
<ul style="list-style-type: none"> 8 to 10 Years of experience in IT management roles 5+ years of experience in data management or related field. 			
Knowledge, Skills and Abilities Required (Competencies & level of competencies)			
Technical and Soft Competencies:	Key Performance Indicators:		
<ul style="list-style-type: none"> Strong knowledge of IT infrastructure, including networks, servers, and cloud technologies. Expertise in data management systems, data warehousing, and business intelligence tools. Proficiency with data analytics tools and techniques. Understanding of cybersecurity best practices and data protection regulations. Familiarity with emerging technologies such as AI, machine learning, and IoT. Experience with IT service management frameworks (e.g., ITIL). Excellent leadership and team management abilities. Strong analytical and problem-solving skills. Exceptional communication skills, both written and verbal. Ability to explain complex technical concepts to non-technical stakeholders. Strategic thinking and decision-making capabilities. English plus second language 	<ul style="list-style-type: none"> IT system uptime and reliability metrics. Data quality and integrity measures. Project delivery on time and within budget. User satisfaction with IT and data services. Compliance with relevant regulations and standards. Cost savings and efficiency improvements. Innovation initiatives implemented. 		
WORKING CONDITIONS office bound/on-site/travel			
Hybrid Office Environment, local travel			
I have reviewed and determined that this role description accurately reflects the position			
Manager signature	Date	Employee signature	Date
Human Resources signature	Date		

The preceding job description has been designed to indicate the general nature and level of work performed by employees. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.