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**IT MANAGER
THREE (3) YEAR FIXED TERM CONTRACT
HEAD OFFICE, OBSERVATORY**

The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.

Purpose:

We are looking for an IT Manager to oversee the use of Information Technology (IT) in our company. You will be the one to devise the company's IT strategy and ensure that all systems necessary to support its operations and objectives are in place.

The goal is to ensure that information technology adds the maximum value to our company so as to facilitate the success of our business.

Requirements:

- Bachelor's Degree in Computer Science, IT, Management Information or related Degree
- 3+ years' working experience as an IT Manager
- Excellent knowledge of technical management, information analysis and computer hardware/software systems
- Expertise in data centre management and data governance
- Hands-on experience with computer networks, network administration and network installation
- Excellent analytical and problem solving skills
- High customer service orientation – interpersonal and excellent communication skills
- The ability to work well under pressure
- Attention to detail
- Team work
- Organisation and time management
- Good prioritisation skills and be flexible enough to adapt plans
- Effective in management and leadership of people
- Ability to handle confidential matters
- Continuous learning - keep abreast of technology trends and developments

Advantageous:

- Experience in Project Management

PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956

Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

www.desmondtutuhivfoundation.org.za

Values fit: Passion Innovation Progress Integrity Respect Excellence

Responsibilities:

- Set objectives and strategies for the IT department
- Select and implement suitable technology to streamline all internal operations and help optimize their strategic benefits
- Plan, organize, control and evaluate IT and electronic data operations
- Design, develop, implement and coordinate systems, policies and procedures
- Ensure security of data, network access and backup systems
- Identify problematic areas and implement strategic solutions in time
- Oversee the technological infrastructure (networks and computer systems) in the organization to ensure optimal performance
- Audit systems and assess their outcomes
- Direct and organize IT-related projects
- Preserve assets, information security and control structures
- Handle annual budget and ensure cost effectiveness
- Approve purchases of technological equipment and software and establish partnerships with IT providers
- Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager Jobs@hiv-research.org.za by 11th January 2019 Job reference: #DTHF/C053. In-complete applications will not be considered. Only online applications submitted via our job portal will be considered.

NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

This job may be removed before it expires.

If you are a foreign national applying for this position please attach a copy of your work permit to your application.

If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.