



KWAZULU-NATAL  
**SHARKS BOARD**  
Maritime Centre of Excellence

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## IT & RECORDS MANAGER

Ref.No. MITR0318

(3 YEAR CONTRACT)

**Patterson - Job Grade: D2**

Applications are invited from suitably qualified candidates for the IT & Records Manager position that has become available in the Corporate Services Department. The position reports to the Head of Corporate Services. Applicants should have a wide previous experience in IT in a corporate environment. Management of people is essential.

### Minimum Requirement & Job Competences:

- B – Degree or National Diploma in Information Technology/Information Systems/Computer Engineering.
- 7 years' experience in systems development, infrastructure management and systems support, two preferably at managerial level;
- Training in industry standards (ITL), quality and experience in their application in IT within business environment;
- Understand computing platforms, security and network domain;
- High level knowledge of storage, server, and hosting facilities management;
- People Management;

### Key Responsibilities:

- Ensure IT operational excellence
- Manage risk, disaster recovery, and Business Continuity of IT services
- Develop and implement IT strategy
- Develop and monitor IT budget
- Develop systems, IT operations, and risk management systems
- Implement strategies for management of information, applications, networks and services
- Attract, retain and develop human capital within the section.
- Manage and provide service to stakeholders, including internal clients and outside vendors.

Interested candidates are requested to send detailed CV's for the attention: Chief Executive Officer by email to: [recruitment2@shark.co.za](mailto:recruitment2@shark.co.za). Please Quote Ref. No. in your correspondence. **Closing Date: 15h30 on Friday, 06<sup>th</sup> April 2018.** *No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 15 days after the closing date, please consider your application to have been unsuccessful. Selection will be made in terms of the entity's employment equity targets. We reserve the right not to proceed with this application process.*

**All shortlisted applicants will be subjected to pre-screening assessments.**

**“APPLICATIONS FROM PREVIOUSLY DISADVANTAGED CANDIDATES ARE ENCOURAGED”**