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**INTERNAL/EXTERNAL ADVERT**  
**IT & RECORDS MANAGER – 3 YEAR CONTRACT**  
**PATTERSON JOB GRADE D2: (Ref No. ITR2020)**  
**All-inclusive package – R 656 203.00 pa**

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Applications are invited from suitably qualified candidates for the **IT & Records Manager** position that has become available in the **Corporate Services Division**

**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, three 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: HEAD – Corporate Services by email to: [recruitit@shark.co.za](mailto:recruitit@shark.co.za) Please Quote Ref. No **ITR2020**, in your correspondence. **Closing Date: 15h30 on Friday, 3<sup>rd</sup> April 2020**

*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 PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED”**