

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: INFORMATION AND COMMUNICATIONS TECHNOLOGY
DIRECTORATE: GOVERNANCE

ICT COMPLIANCE OFFICER
(MUCKLENEUK CAMPUS)

(Ref: ICT Compl Off/P7/449/st)

The purpose of this post is to ensure that ICT conforms to all Commercial and Legal compliance aspects. The ICT Compliance Officer oversee the departmental Compliance Programme and reviews and evaluates compliance issues / concerns within the ICT domain.

Requirements

- Relevant Bachelor's degree or National Diploma, preferably in IT
- Courses in ICT Governance and Compliance Management
- Five years' relevant experience in the field of Compliance Management and ICT Governance processes

Knowledge, skills and capabilities

- Analytical thinking
- Teamwork
- Interpersonal and communication relations/ People skills
- Detail-oriented
- Conflict resolution skills and the ability to maintain professionalism
- Negotiation, problem solving and decision-making skills
- Persuasive and motivating
- Proficiency in English

Duties

- Develop and maintain an ICT Compliance Programme.
- Develop, implement and monitor compliance requirements related to the ICT Regulatory Universe.
- Manage all internal and external audits and findings, including the development of mitigation actions, monitoring the implementation thereof and obtaining evidence of the successes achieved.
- Ensure effective and efficient communication with all stakeholders.

Assumption of duty: As soon as possible

Salary: Remuneration is commensurate with the responsibilities attached to the position

Closing date: **1 December 2017**

Enquiries: (012) 429 4972 (Ms S Thaver: HR Staffing and Client Services)

- **The application form must be accompanied BY A COMPREHENSIVE CURRICULUM VITAE and certified copies (within the previous six months) of;**
 - all educational qualifications,
 - academic transcripts/records;
 - identity document; and
 - proof of SAQA verification of foreign qualifications
- Professional and administrative positions are available on the UNISA website– to apply, please logon to www.unisa.ac.za click on **vacancies, jobs and careers**
- UNISA reserves the right to authenticate all qualifications without any further consent from the applicant.

- The contact details of three contactable references must be provided, **one of which must be from your present employer**. Should you currently not be employed, a contactable reference from your previous employer must be provided.
- UNISA is not obliged to fill an advertised position. We welcome applications from persons with disabilities
- Hand delivered application forms can be deposited into the **Application Boxes situated at the following locations at the Muckleneuk Campus: Main Entrance, OR Tambo Building, 3rd floor.**
- **All applications should reach UNISA before 16h00 on the closing date.**
- *Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.*
- **Late, incomplete and incorrect applications will not be considered.**