

POST 10 : **SENIOR MANAGEMENT INFORMATION SYSTEMS OFFICER**
SALARY : **R376 413 PER ANNUM PLUS 37% IN LIEU OF BENEFITS (SL 8)**
DURATION : **3 YEAR CONTRACT**
CENTRE : **CENTRAL OFFICE (REF NO: CO12/1/25)**
Email Address : **snrmis1225@ikhala.edu.za**

MINIMUM REQUIREMENTS: Grade 12 Certificate, (NCV) Level 4 or equivalent with an appropriate 3/4-year Diploma/Degree in Information Technology/Information Systems/Information Management/Data Management/Computer Science or relevant qualification. Minimum of 3-5 years working experience in Data Management / TVET MIS / Information Technology/Systems or Statistics or any relevant experience. Computer Literacy. Valid driver's license.

KNOWLEDGE & SKILLS: Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, Application and interpretation of office management, COLTECH, data warehouse and IT prescripts. Administrative; Planning and organizing; Report writing, Communication and interpersonal; Problem solving & People management

DUTIES: Ensuring the overall supervision and proper management of TVET MIS, capturing and data extraction for the college. Ensuring the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensuring the overall supervision and verification of inputs captured on COLTECH system and other related systems. Ensuring the overall supervision and administration of all academic and student related system programmes, course and qualification. Ensuring the overall supervision and maintenance of MIS licenses are renewed before expiry dates.