The BANKSETA is a statutory body established through the Skills Development Act of 1998 to enable its stakeholders to advance the national and global position of the banking and alternative banking industry. As guided by its mandate the BANKSETA is as such an agent of transformation by promoting employment equity and broad-based black economic empowerment through skills development.

Reference Number:	BSMISSPECTEMP072021
Job Title:	Specialist: MIS Support Specialist
Job Band:	C
Reporting Line:	Manager: ICT
Full-time/Part-time/Contract:	6 months contract
Location:	Gauteng - Centurion (Head Office)

Remuneration: R 42 490,13 to R 53 820,83 CTC per month.

The purpose of the role:

Assist ICT Manager in implementing required application outcomes by providing support and maintenance as well as statutory reporting on the MIS in line with user requirements from time to time through Testing, configuration of software and user support to ensure compliant systems output.

Main Responsibilities:

System Support

- Give input and guidance on new developments and enhancements based on User Requirements
- Research on changes in the SETA environment that may necessitate changes to the functionality of the system.
- Perform statutory reporting
- Coordinate with business units/ system owners to determine system functionalities
- Verify and redefine logical design before and during development process
- Run tests to fix any bugs
- Consider both back-end data
- Update system patches as and when required
- facilitate user acceptance testing for newly developed
- Implement any new front-end functionalities
- Backup the Management Information System
- Write new or update existing user manuals, Standard operating procedures and process flows for newly developed solutions and/or Enhancements.

INVESTORS IN PEOPLE

Database Administration

- Verify and redefine the logical design for planned databases.
- Write database documentation
- Maintain the database
- Ensure that the database is backed-up and backups are tested.
- Assist users to meet their reporting requirements from the MIS.

IT Governance framework, Strategy, Risk Management and Policies

- Maintain data standards by adhering to data protection legislation requirements (POPIA)
- Compile and submit technical report to support IT framework and governance.
- Monitor User access and security
- Control access permission and privileges
- Follow up on implementation plans for any audit logs raised.
- Ensure Systems reports meet user requirements
- Perform users training

Competencies

- Attention to details and accurate output
- Deadline driven
- Accountable
- Strong communication skills
- Strong documentation and computer skills
- Customer centric
- Ability to work and deliver under pressure
- Willingness to work after normal operating hours
- Integrity
- Problem solving/analytical/investigative orientation
- Resilience and drive
- Innovation and resourcefulness
- Delivery/planning and organization orientation
- Good interpersonal skills

Knowledge and Skills Required

- Presentation skills
- knowledge of software development platforms (visual studio; C# and Microsoft .Net Framework)
- Software and Application Development, Testing, configuration, commissioning and database administration
- Understanding of C#, SQL Server and ODBC and web services
- Understanding of Software Development Lifecycle
- Knowledge of SETA sector

Minimum Requirements

- 3 years' experience in IT
- Understanding of SETA operational processes (ETQA, WSP and Learning Programmes)
- Certification in development technologies will be an advantage

- National Diploma in ICT
- Degree in ICT field will be advantageous

Preferred, additional requirements

- Experience in SETA environment
- 1 year's exposure to IT governance requirements
- Understating of SETA reporting requirements (DHET and SAQA)
- Experience in SETA Management Information systems

Closing date for applications: **16 July 2021 at 16h30**
Please direct all applications misspecialist@bankseta.org.za
Please use the reference number of this advert (BSMISSPECTEMP072021) when applying.

Note: Preference will be given to candidates who meet BANKSETAs Employment Equity Plan. White and coloured males/females are encouraged to apply.