



INTERNAL ADVERTISEMENT DIVISION: OFFICE OF THE CHIEF INFORMATION OFFICER		
REFERENCE NUMBER	POSITION PERMANENT	NUMBER OF VACANCIES AVAILABLE
OCIO: 23/2020	DATA ANALYST ANNUAL SALARY PACKAGE: R376 530.00 – R470 662.00 CTC	1

MICT SETA seeks to employ a suitably qualified and competent **Data Analyst**, responsible for building, maintaining and improving ASP.Net Web applications and performing application integration, web services & web services security.

The successful incumbent will be based at MICT SETA Head Office, in Midrand and will report to the Chief Information Officer.

This is a permanent position aligned to the Government Gazette No. 375 dated 7 March 2019.

MINIMUM REQUIREMENTS:

- National Diploma in Information Technology/ Information Systems or Equivalent
- 2 years experience in web applications work including security, session management and best development practices and Application Support.
- ASP.Net
- C#
- MS SQL Server/T-SQL (Queries/Query Optimisation)

KEY PERFORMANCE AREAS:

Data Analysis and Design

- Develop data analysis, review and validation, and design reports as per business requirements.
- Work with different data sets to design business reports for the business units, CEO and the Board, other key Stakeholder of the MICT SETA.
- Analyze potential data quality issues to determine root causes and create solutions
- Oversee the deployment of the Data Warehouse.

- Design and make available legislative automated reports for SETMIS, NLRD, APP as per the mandate of the MICT SETA.
- Develop and manage reporting dashboards.
- Support and maintain existing databases.

Web design

- Build, maintain and improve ASP.Net Web applications
- Create, test and deploy clean re-usable code
- Secure solutions with current world trends best practices
- Perform application integration, web services & web services security
- Responsible for providing reports using Crystal Reports, SSRS and Excel
- Testing the applications and websites on different web browsers such as automated, unit tests and any other form of testing that helps eliminate bugs in code
- Design and develop user interface features, site animation and special effects elements

Content management

- Run the content for the organisation's web presence using content management software to keep the stakeholders informed on a regular basis and to deliver communications messaging at a high standard
- Work with cross-departmental teams, maintain and develop the master content calendar for all web properties, coordinating activities and housing them in a central point of location
- Copy, edit and proofread all web content in order to maintain a high quality of content on electronic channels
- Update information published on the MICT SETA website and intranet as required

Training and user documentation

- Assist in training and guiding MICT SETA employees in using and presenting information using the content management system
- Monitor usage of MICT SETA's Intranet and provide evidence-based advice to users on suggested changes to content and design

IT Security

- Work with business leaders to define business applications security, based on organizational roles/responsibilities and best practice segregation of duties.
- Analyses complex software, hardware and transmission systems for potential risks
- Responsible for recommending security solutions to address identified risks, convincing business of the need to implement within agreed time frame to mitigate against violations, threats and exposures.

KNOWLEDGE AND SKILLS:

- Report writing skills

- Excellent English and grammar
- Analysing, Learning & Researching
- Basic Adobe Photoshop skills
- MS office skills
- Planning and organising

ATTRIBUTES:

- High attention to detail
- Customer oriented
- Ability to handle pressure
- Results and deadline driven

APPLICATION

Applications from Indians, Coloureds and whites will be considered as per current MICT SETA employment equity targets . CVs and certified qualifications of suitably qualified persons may be forwarded to the Human Resources Department for the attention of: Mr Bassanio Gilbert (Recruitment@mict.org.za) by no later than **11 December 2020**. Enquires may be directed to 011-207-2600.

Should candidates not hear from us 30 days after the closing date of applications, they should consider their application unsuccessful.



MICT SETA is an equal opportunity and affirmative action employer and reserves the right not to appoint for the advertised position. **MICT SETA welcomes applications from people with disabilities.**