



FUNCTIONS OF INFORMATION AND COMMUNICATION TECHNOLOGY UNIT

1. ENSURE THAT THE NETWORK IS SECURE FROM EXTERNAL AND INTERNAL ABUSE, BREACHING, SPAM AND MAIL RELAYING:

- Develop security and privacy standards committed to protecting both employee rights and the integrity of the company's data and information systems
- Ensure appropriate anti-virus protection.
- Manage and implement disaster recovery plans if required.
- Ensure that all data is backed up.
- Manage assets control

2. PROMOTE THE STRATEGIC ALIGNMENT OF TECHNOLOGICAL INVESTMENTS WITH THE DEPARTMENT'S STRATEGY:

- Ensure the Development of ICT Strategy.
- Formulate IT strategies and implementation plans with full accountability for the implementation thereof through the Departmental IT structures.
- Develop Information Vision, Information System and Technology Plans.
- Assist in the Development of Information, Application and Infrastructure Architectures.
- Develop Integrated Business Processes Re-engineering Plan.

3. PLAN AND IMPLEMENT NEW HARDWARE, SOFTWARE, SYSTEM AND PROCESS CHANGES THAT IMPROVE EFFICIENCY AND BUSINESS PROCESSES:

- Ensure that the IT structures are adequately resourced to implement group IT strategies and policies and ensures consistency in Departmental applications.
- Develop, co-ordinate and integrate IT programs and systems across the Department.
- Ensure appropriate desktop support.
- Manage and plan hardware procurement and installation (includes control of all servers and hardware for office service and security systems).

4. CO-ORDINATE AND INTEGRATE ALL IT INITIATIVES AND SYSTEMS:

- Ensure that the Department becomes more efficient, more effective and more accessible through innovative, cost and time saving technological applications
- Develop technological standards that govern the direction of information technology for the Department
- Provide business solutions through the effective use of technology
- Ensure the timeous delivery of all projects
- Provide technological support of central systems to all business units



5. CO-ODINATE THE DEVELOPMENT, MAINTENANCE AND UPDATING OF ENTERPRISE WEBSITE.

- Plan the development of a informative website for the municipality.
- Ensure the development of Web policies determining maintenance, upgrading and updating of the website.
- Develop policies outlining roles and periods of activities relating to the website.