



## JOB TITLE: GROUP EXECUTIVE: DIGITAL TRANSFORMATION AND ICT

Closing Date: 10 Apr 2025

Fixed Term Contract (FTC): **5 years**

Location: **Pretoria**

Division: **Digital Transformation and ICT**

Submit Applications to: **executiveDT@sedfa.org.za**

OVERVIEW	<p>Small Enterprise Development and Finance Agency Ltd (<b>Sedfa</b>), a development finance institution responsible for the provision of financial and non-financial support to Micro, Small, and Medium Enterprises (MSMEs) invites qualified candidates to apply for the <b>Group Executive: Digital Transformation and ICT position</b>.</p> <p>The institution is a merged entity between the Small Enterprise Finance Agency (<b>sefa</b>), Small Enterprise Development Agency (Seda), and Co-Operative Banks Development Agency (CBDA). The entity is listed as a Schedule 3B National Government Business Enterprise, with the State as the sole shareholder and the Department of Small Business Development as the Executive Authority.</p>
NO. OF INCUMBENTS	1
MAIN PURPOSE OF THE JOB	Reporting to the Chief Executive Officer, the successful candidate will strategically direct and oversee the provisioning of information and communication technology management services and comprehensive oversight for the digital transformation and innovation function.
KEY PERFORMANCE AREAS	<ul style="list-style-type: none"> <li>• Oversee the provision of Information and Communication Technology (ICT) services.</li> <li>• Oversee the development and implementation of an Information and Communication Technology (ICT) strategy that is aligned with Business strategy.</li> <li>• Lead and direct the Digital Transformation and ICT function to build and maintain a high-performance management culture.</li> <li>• Develop system and solutions for the ecosystem enablement to enhance the capabilities of small enterprises.</li> <li>• Oversee the development and implementation of ICT policies, standards and procedures that are aligned with industry standards and business requirements.</li> <li>• Participate as member of the <b>Sedfa</b> executive team.</li> <li>• Oversee the monitoring and evaluation of the effectiveness of the Information Security Management Framework and ICT Strategic Plan.</li> <li>• Oversee the effective provision of ICT services to the network.</li> <li>• Ensure that all governance matters relating to ICT systems, standards, regulations, and legal requirements are adhered to.</li> <li>• Oversee the development, implementation and review of the <b>Sedfa's</b> digital transformation and innovation strategy in line with the vision and goals.</li> <li>• Lead Sedfa's digital transformation and innovation programs.</li> <li>• Enhance organisational efficiency, agility, and customer experience by effectively integrating innovative technologies and architectural frameworks.</li> <li>• Provide leadership and direction in the implementation of ICT software development.</li> <li>• Oversee the identification and improvement of ICT programme management services.</li> <li>• Provide strategic leadership in the provision of ICT enterprise architectural services.</li> <li>• Manage the Division's resources (people, finance, and assets).</li> </ul>
REQUIRED MINIMUM QUALIFICATION	<ul style="list-style-type: none"> <li>• NQF Level 8 in IT/ Information Management/Systems/Computer Science/Digital Business/Business Administration or a relevant field.</li> <li>• NQF Level 9 in IT/ Information Management/Systems/Computer Science/Digital Business/Business Administration or a relevant field will be an added advantage.</li> </ul>
REQUIRED WORK EXPERIENCE	<ul style="list-style-type: none"> <li>• 10+ years of hands-on experience in a combination of Planning, ICT Corporate Governance, ICT, and Information Management/Systems environment of which 5 years' experience should be in a Senior Management role.</li> </ul> <p><b>Able to demonstrate:</b></p> <ul style="list-style-type: none"> <li>• Direct management of a major ICT operation.</li> <li>• Understanding of ICT governance frameworks and quality standards e.g., COBIT and ITIL.</li> <li>• Understanding of System Development Life Cycle (SDLC).</li> <li>• Understanding of the Public Service governance framework.</li> </ul>



	<ul style="list-style-type: none"> <li>• Extensive experience having designed, implemented, and evaluated organisational transformation digital solutions and has delivered large-scale change that added value to the organisation.</li> <li>• Technical expertise in digital technologies and trends.</li> <li>• Experience with digital transformation initiatives, including developing and implementing strategies such as computing, automation, and leveraging AI-driven insights to improve customer experience and operational efficiency.</li> <li>• Proficiency in data ecosystem development, architecture, and management.</li> <li>• Knowledge of industry trends, modern technologies, and competitive landscapes.</li> </ul>
CRITICAL COMPETENCIES	<p><b>Advanced level of competencies below:</b></p> <ul style="list-style-type: none"> <li>• Strategic Thinking</li> <li>• Innovation and Problem Solving</li> <li>• Project management</li> <li>• Technology and Digital Transformation</li> <li>• Contract management</li> <li>• Financial management</li> <li>• Risk Management</li> <li>• Ethics and Integrity</li> <li>• Change Management</li> <li>• People management</li> <li>• Quality management</li> <li>• Policy conceptualisation and implementation</li> <li>• Stakeholder management</li> </ul>

**NB: Sedfa** is committed to the pursuit of diversity and redress. The organisation intends to promote equity and representativity in terms of race, gender, and people living with disability. Previously disadvantaged Individuals are encouraged to APPLY.

- The appointment of candidates is subject to the verification of all their credentials (employment history, educational, financial, criminal, and any other checks as may be necessary).
- Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only.
- Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA).
- All shortlisted candidates for Executive Management posts will be subjected to (1) a technical exercise, (2) a generic managerial competency assessment, and (3) personnel suitability checks on criminal record, citizenship verification, financial records check, qualification verification, and reference checks.
- Shortlisted candidates will be subjected to a pre-employment screening and security vetting to determine the suitability of a person for employment.
- The successful candidate will be required to enter into an employment contract of five (5) years and a performance agreement with the Board of Directors within 3 months of appointment, as well as completing a financial interests declaration form within one (1) month of appointment and annually thereafter. **Sedfa** reserves the right not to fill or withdraw any advertised post.
- Please note that only shortlisted candidates will be contacted, and if you have not heard from us within three (3) months of submitting your application, please consider it unsuccessful.
- Please note that by applying for this position, you permit **Sedfa** to process your personal information in compliance with POPI ACT.

**APPLICATIONS: Candidates must submit the applications to: [executiveDT@sedfa.org.za](mailto:executiveDT@sedfa.org.za)**

Please quote the position in the subject line (email) when applying.

**Email for enquiries: [executive-inquiries@sedfa.org.za](mailto:executive-inquiries@sedfa.org.za)**

**NB:** Applications received after the closing date will not be considered.