

SSVP South Africa - National IT Officer Bearer

Revision No 4 - March 2023
Issued for Online Members Usage

Item #	Management Function	Duty, Responsibility, Instruction or Action
1	Appointments	Ensure that suitably skilled people are appointed to IT positions within SSVP structure to meet its requirements
1,1	Awareness	Seek suitably skilled SSVP members who can serve as current, future or supplementary IT Office bearers throughout SSVP structure and beyond as required
1,2	Awareness	Seek suitably skilled service providers who can provide the necessary IT skills should insufficient SSVP members be available
1,3	Awareness	Emphasise the need for succession plans to current IT office bearers and subcontractors to ensure SSVP online/electronic needs are met
1,4	Appointments	Appoint IT Officers for SA East and SA West as and when required
1,5	Appointments	Appoint temporary IT officers or subcontractors as required to resolve a temporary IT problems by agreement with Exco
2	General Duties	The IT National Office Bearer manages the technical and logistical interfaces between all role players within and outside SSVP SA to ensure the optimal resolution of IT issues at each level of the Society
2,1		Undertakes an initial review of the IT requirements and compiles a priority list for each IT subcontractor
2,2		Advises Exco of the implementation plan and budget cost for the supervision and implementation for each IT subcontractor each year
2,3		Collates SSVP IT queries, concerns and requirements throughout the year and compiles a yearly list
2,4		Communicates SSVP IT queries, concerns and requirements in writing to the applicable IT subcontractor/s on an ongoing basis
2,5		Coordinates the required actions between IT subcontractors and SSVP structures and members as applicable/appropriate to each circumstance
2,6		Reviews the current IT subcontractor contract and makes recommendations to Exco and National Council in respect of them
2,7		Produces SLA documents for each IT subcontractor or Vendor required by SSVP SA and as approved by Exco/National Council
2,8		Reviews the annual IT budget with the National Treasurer to ensure its value meets SSVP needs and that it is cost-effective.
2,9		Obtains subcontractor confirmation that all IT subcontractor activities are within the applicable laws, codes, and regulations.
2,10		Reviews operating reports from IT subcontractors periodically but at least once per year and reports any concerns to Exco and National Council
2,11		Arranges an audit for each subcontractor/vendor's system performance and assesses outcomes compared to SSVP SA contract requirements
2,12		Reviews subcontractor audit of performance and compiles a yearly report to Exco and National Council for their review, comment and approval
2,13		Identifies problems for subcontractor correction and issues written instruction to them for their correction
2,14		Issues yearly National Council approved IT report to all Central Councils via National Communication Officer with request for onward distribution through SSVP structures
2,15		Liaises with National Council Office Bearers to ensure that this IT Officer Portfolio covers their current needs and future expectations to modernise SSVP operations
3	Leadership	Provide an example of Christian/Catholic Servant Leadership in action to all SSVP members
3,1	Obedience	Adhere to the requirements and actions set out within this document always within a Vincentian and Christian Spirit
3,2	Leadership	The lead role of the IT National Office Bearer is to plan and oversee SSVP SA's IT requirements throughout its structure and manage the various IT Officers and service providers who are in place and to nurture and encourage all to take up their responsibilities in their management functions and share the workload to grow together to in a Vincentian Spirit
3,3	Delegation	The IT National Office Bearer delegates suitable actions to the appropriate Exco Office Bearers and/or the appropriate IT Office bearers throughout the SSVP structures and monitors the outcomes
3,4	Prioritisation	The IT National Office Bearer concentrates on those activities that optimise the Societies IT infrastructure and growth on a macro level leaving others to grow in the management of the details at each level of the Society
3,5	Discernment and Communication	SSVP Servant Leadership requires inclusive listening and the discernment of the sometimes hidden complexities of the issues raised. In SSVP we walk with the poor and each other together wherever and whenever possible. Conflict is managed with Christian empathy and understanding and never to gain the advantage for our personal viewpoints. The democratic collective will of the group is to be adhered to with Christian humility with the Servant Leader only deciding actions that are deadlocked.
3,6	Spiritual	Jesus provided the perfect example of Servant Leadership in the washing of the feet of his Apostles. Jesus then sent his Apostles out to do his work as we are sent today to serve the poor in humility knowing we have God's blessing. Vincentians have a special invitation from God to give expression to the Beatitudes in our lives through works of charity serving in hope for a future that is not here yet. Vincentians align our hope and faith with the development of a personal and group prayer life that allows time to listen to God, hear his wishes and act on them.
4	SSVP Website and Data Storage	The IT National Office Bearer manages the issues set out on Section 2 General Duties for each IT subcontractor or Vendor and in addition manages the specific requirements of the Website and Data Storage subcontractor including:
4,1		Encourages National Council Office Bearers to be forward looking and innovative in the management of their roles and communicates their IT needs to the IT Officer Bearer
4,2		
4,3		
4,4		
5	SSVP Domain IT Subcontractor	The IT National Office Bearer manages the issues set out on Section 2 General Duties for each IT subcontractor or Vendor and manages the specific requirements of the SSVP SA Domain subcontractor including:
5,1		Encourages National Council Office Bearers to be forward looking and innovative in the management of their roles and communicates their IT needs to the IT Officer Bearer
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5,4		
6	SSVP Online Training Subcontractor Management	The IT National Office Bearer manages the issues set out on Section 2 General Duties for each specific subcontractor and manages the specific requirements of the SSVP SA Online Training subcontractor including:
6,1		Encourages National Council Office Bearers to be forward looking and innovative in the management of their roles and communicates their IT needs to the IT Officer Bearer
6,2		
6,3		
6,4		
7	Other IT Subcontractor Management	The IT National Office Bearer manages the issues set out on Section 2 General Duties for each subcontractor and manages the specific requirements of the SSVP SA. (Subcontractor to be confirmed) including:
7,1		Encourages National Council Office Bearers to be forward looking and innovative in the management of their roles and communicates their IT needs to the IT Officer Bearer
7,2		
8	IT Financial Management	The IT National Office Bearer shall in liaison with the National Treasurer and Exc exercise strict control over the National, Central and District Council budgets and expenditure to ensure that IT infrastructure costs are optimally managed
8,1		Liaise with SSVP Treasurers at all levels to agree IT capital project, training and maintenance expenditure
8,2		
8,3		
9	Training Management	The IT National Office Bearer shall coordinate with the National Training Officer to agree IT training requirements and implementation throughout SSVP structure
9,1		Meet with the National Training Officer periodically and as required to address IT training requirements and concerns
9,2		
9,3		
9,4		
10	Development Management	Meet with the National Development Officer periodically and as required to address development initiatives that may have IT concerns
10,1		Review the development initiatives that have been identified and advise of the required IT corrective actions