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**SOUTH AFRICAN QUALIFICATIONS AUTHORITY
REGISTERED UNIT STANDARD:**

Manage information technology resources in a municipal finance environment

SAQA US ID	UNIT STANDARD TITLE		
116360	Manage information technology resources in a municipal finance environment		
SGB NAME		REGISTERING PROVIDER	
SGB Public Administration and Management			
FIELD		SUBFIELD	
Field 03 - Business, Commerce and Management Studies		Public Administration	
ABET BAND	UNIT STANDARD TYPE	NQF LEVEL	CREDITS
Undefined	Regular	Level 6	8
REGISTRATION STATUS	REGISTRATION START DATE	REGISTRATION END DATE	SAQA DECISION NUMBER
Registered	2004-10-13	2007-10-13	SAQA 0256/04

PURPOSE OF THE UNIT STANDARD

This Unit Standard is intended for people who are, or who seek to be employed in a municipality environment at middle to senior management level. It provides the learner with an opportunity to contribute to information management strategy formulation.

People credited with this Unit Standard are able to contribute to the management of information management strategy, personnel, functioning, projects and costs.

LEARNING ASSUMED TO BE IN PLACE AND RECOGNITION OF PRIOR LEARNING

It is assumed that Learners are competent in:

- Communication at Level 4
- Mathematical Literacy at Level 4
- Communication at Level 4
- Computer Literacy at NQF Level 3

UNIT STANDARD RANGE

- District councils, metros, local councils and municipal entities are included in the type of organisations where IT systems will be managed.
- Systems include main frame systems, networked systems and stand alone computer systems.
- Linkages with the government centralised computer system are included.

UNIT STANDARD OUTCOME HEADER

N/A

Specific Outcomes and Assessment Criteria:

SPECIFIC OUTCOME 1

Determine procedures that can be used to formulate a management strategy in relation to information technology resources.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The procedures that can be used to ensure that the municipality's overall strategy and the information technology strategy are compiled and synchronized through the analysis of critical success factors.

ASSESSMENT CRITERION 2

The risk to the municipality relating to the development and implementation of an information system are identified and used in the evaluation of a particular management information system.

ASSESSMENT CRITERION 3

Key factors are determined for the appropriateness of processing power and processing sites.

ASSESSMENT CRITERION 4

The value of information technology to the municipality and its entities is described and reported for management's benefit.

SPECIFIC OUTCOME 2

Identify issues, which are associated with the managing of information technology, of strategic importance to the municipality.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The municipality's management information system units are identified and described in terms of key objectives and strategic activities.

ASSESSMENT CRITERION 2

Conventional management information systems unit structures are identified and described including suitable environments for each structure.

ASSESSMENT CRITERION 3

The changing roles of information technology specialists and accounting specialists are discussed in terms of managing information instead of managing technology.

ASSESSMENT CRITERION 4

Different phases through which management information systems evolve are identified and discussed with specific reference to strategic fit.

SPECIFIC OUTCOME 3

Discuss how management information systems projects are managed.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

Different roles are evaluated for project participants.

ASSESSMENT CRITERION 2

The Initial understanding of stakeholders` needs is checked against actual behaviour during project.

ASSESSMENT CRITERION 3

A project plan and the process to be followed are prepared taking other role players` interests into consideration.

ASSESSMENT CRITERION 4

Conventional project team structures are evaluated for appropriateness in the context of municipality environment.

ASSESSMENT CRITERION 5

Key factors which contribute to successful implementation of management information systems are identified and evaluated against municipal needs.

ASSESSMENT CRITERION 6

Procedures are identified for monitoring and evaluating the quality of management information systems project.

SPECIFIC OUTCOME 4

Discuss risk management issues in a management information system.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The structure and job responsibilities related to risk management are identified for a conventional management information system unit.

ASSESSMENT CRITERION 2

A Service Level Agreement is developed for the municipality`s management information system.

ASSESSMENT CRITERION 3

Procedures are interpreted for amendments to existing active programmes to manage risk.

SPECIFIC OUTCOME 5

Understand the nature of costs associated with the management of a management information system.

ASSESSMENT CRITERIA

ASSESSMENT CRITERION 1

The recurring costs of managing information management systems are identified within a municipal finance management context.

ASSESSMENT CRITERION 2

Different approaches for recovering management information system costs from various users are evaluated in the context of the municipal environment.

UNIT STANDARD ACCREDITATION AND MODERATION OPTIONS

- An individual wishing to be assessed (including through RPL) against this Unit Standard may apply to an assessment agency, assessor or provider institution accredited by the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- Anyone assessing a learner against this Unit Standard must be registered as an assessor with the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- Any institution offering learning that will enable achievement of this Unit Standard or assessing this Unit Standard must be accredited as a provider with the relevant ETQA, or an ETQA that has a Memorandum of Understanding with the relevant ETQA.
- Moderation of assessment will be conducted by the relevant ETQA at its discretion.

UNIT STANDARD ESSENTIAL EMBEDDED KNOWLEDGE

- Communication skills.
- Roles and responsibilities of stakeholders and role players in relation to a municipality includes:
 - Management planning, organizing, directing and controlling
 - Cost analysis techniques

UNIT STANDARD DEVELOPMENTAL OUTCOME

N/A

UNIT STANDARD LINKAGES

N/A

Critical Cross-field Outcomes (CCFO):

UNIT STANDARD CCFO IDENTIFYING

Identify and solve problems using critical and creative thinking processes, e.g. by trying to find creative solutions to how to optimise service delivery and utilise public private partnerships to build capacity in the public sector.

UNIT STANDARD CCFO WORKING

Work effectively with others as a member of a team, group, organization or community, e.g. through communicating with others regarding legislative issues and fostering team commitment amongst the public sector as well as private sector stakeholders.

UNIT STANDARD CCFO ORGANISING

Organise and manage oneself and one's activities responsibly and effectively, e.g. through the demonstration of ethical and moral principles in all service delivery processes.

UNIT STANDARD CCFO COLLECTING

Collect, analyse, organise and critically evaluate information, e.g. through awareness of organisational and partnership practices and policies to ensure that they comply with the legislation and codes of conduct.

UNIT STANDARD CCFO COMMUNICATING

Communicate effectively using visual, mathematical and / or language skills in the modes of oral and/or written persuasion, e.g. through advising and motivating others with regard to service delivery issues.

UNIT STANDARD CCFO DEMONSTRATING

Demonstrate an understanding of the world as a set of interrelated systems by recognizing that problem-solving contexts do not exist in isolation, e.g. in keeping in mind that service delivery contracts effect the lives of individuals and the well-being of the community and country as a whole.

UNIT STANDARD CCFO CONTRIBUTING

Participating as responsible citizens in the life of local, national and global communities, e.g. acting as custodian of ethical behaviour and maintaining a high Level of commitment to providing effective and efficient services to the community.

UNIT STANDARD ASSESSOR CRITERIA

N/A

UNIT STANDARD NOTES

N/A

QUALIFICATIONS UTILISING THIS UNIT STANDARD:

	ID	QUALIFICATION TITLE	LEVEL	STATUS	END DATE
Elective	48965	Certificate: Municipal Financial Management	Level 6	Registered	2007-10-13

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