



Job Profile

Data Platform Manager

Job Details

Job Title	Data Platform Manager
Historic Job Title	Database Manager
Date Reviewed	2025-06-30
Location	Graaff-Reinet

Position in Organisation

Structural Unit	Corporate Services (IT)
Position Being Evaluated	Data Platform Manager
Direct Line Manager	IT Manager
2nd Line Manager	Corporate Services Director
Direct Subordinates	Data Platform Engineer Data Platform Report Writer

Position Description

Overall Purpose of the Job

The Data Platform Manager is responsible for managing the entire Data Platform at Montego. This includes data analyses, the development, maintenance, and implementation, data systems. The Data Platform Manager is responsible for scoping and managing the design and implementation of relevant projects. This job ensures that all of this is always done with the utmost security and confidentiality, that business value is foremost delivered with data, and it provides decision-making capabilities.

Qualifications *(Formal Qualification Required)*

Minimum

- Qualification in Information and Communication Technology (NQF Level 7) or
- Professional Level STEM Bachelor's degree
- Alternative NQF 7 qualifications may include BCom (Informatics/Information Systems) or
- BIT (Information Systems) or
- BSc (Computer Science/Information Systems) or
- BEng (Computer Engineering) or equivalent

Ideal

- Honours degree (as per minimum requirements above) (NQF Level 8)
- NQF Level 8 Post Graduate diploma and/or Professional Qualifications; plus, one/more of the following:
 - Microsoft Certification Path is organised into 3 levels: Fundamentals, Associate and Expert – Associate-level is preferred
 - Microsoft Certified: Azure Fundamentals (AZ-900)
 - Microsoft Certified: Azure Data Fundamentals (DP-900)



Qualifications *(Formal Qualification Required)*

- Microsoft Certified: Azure AI Fundamentals (AI-900)
- Microsoft Certified: Azure Data Engineer Associate (DP-203)
- Microsoft Certified: Azure Database Administrator Associate (DP-300)
- Microsoft Certified: Azure Enterprise Data Analyst Associate (DP-500) – Retired as per: [Microsoft Certified: Azure Enterprise Data Analyst Associate – Certifications | Microsoft Learn](#)
- Microsoft Certified: Fabric Analytics Engineer Associate (DP-600) – see: [Microsoft Certified: Fabric Analytics Engineer Associate – Certifications | Microsoft Learn](#)
- Microsoft
- Microsoft Certified: Power BI Data Analyst Associate (PL-300)
- ITIL ® Foundation Certification
- Project Management Qualification (PMQ, like PRINCE2, PMP, etc.)

Legal *(e.g. Driver's License, etc.)*

Minimum

- Driver's License – Code B

Ideal

- None

Experience *(Minimum Experience Required and number of years)*

Minimum	Minimum time spent in job
• MSSQL Database Development & Administration • Data Analysis & Engineering (Data Warehousing, ETL and Reporting Tools in the Microsoft space)	5 - 8 Years
• Managerial experience, including External contract vendor management	3 - 5 Years

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent.
They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Data Platform Engineering	• Oversee the <i>Data Platform Engineering Function</i>, including the design and implementation of <i>Solutions, Guidelines and Standards</i> • Promote the access and utilisation of <i>Data Assets</i>, equipping users with <i>Self-service Tools</i> and <i>Training</i> to leverage these resources	25%
Data Platform Management	• Manage the <i>Data Management Function</i>, ensuring the smooth operation, integration and optimal performance of the Database System and recommend enhancements to the IT Manager • Develop and maintain relevant documentation and <i>Project Plans</i> following <i>Best Practice</i> and <i>Industry Standards</i> • Participate in <i>Disaster Recovery (DR)</i> and <i>Business Continuity Plan (BCP)</i> discussions, planning, and exercises	20%
IT Architecture Management	• Support the IT Manager to plan and execute the <i>IT Strategy</i> in support of the <i>Montego Business Strategy</i> • Define the most applicable <i>Technical Framework</i> to support business • Define <i>Architecture Standards</i> and <i>Best Practices</i> in network, application, identity, and security • Define documentation requirements • Implement the best <i>Database Architecture</i> to ensure that the user requirements are met	10%



KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

Business Analysis and Solution Design	- Oversee the <i>Business Analysis and Solution Design Process</i>, ensuring <i>Business Requirements</i> are met, solutions are documented, tested and rolled out to the business. Report on the utilisation of new solutions - Attend to and resolve escalated <i>Solution Design Matters</i>	15%
3 rd Party Vendor Management	- Determine services required to meet <i>Business Requirements</i> - Identify potential 3rd party service providers to meet the identified <i>Business Requirements</i> - Develop and negotiate <i>Service-Level Agreements (SLA's)</i> and ensure service levels are maintained - Monitor 3rd party service provider performance, deal with deviations to <i>SLA's</i> and implement corrective action	10%
Project Management	- Define <i>Project Scope</i> and <i>Objectives</i> - Develop and implement <i>Technical Project Management Tools</i> such as plans, schedules, project estimates and resource plans - Develop <i>Responsibility</i> and <i>Compliance Matrices</i> - Interface with all areas affected by the project - Conduct <i>Project Meetings</i> and undertake <i>Project Tracking and Analysis</i> - Ensure adherence to <i>Quality Standards</i> and review project deliverables - Provide <i>Technical and Analytical Guidance</i> to the project team - Recommend and take action to direct the analysis and solutions of problems - Apply <i>Program and Project Management Theory and Practice</i>, including <i>Agile Methodologies</i> - Assist in managing <i>Program and Project Budgets</i> with the IT Manager - Professionally, able to articulate and communicate clearly, and in a positive manner with Business Users and Clients, up to EXCO-level	10%
People Management	- Provide guidance and input to the business on finance-related matters such as the issuing of <i>Purchase Orders (POs)</i> - Manage the attendance and performance of direct reports and monitor adherence to expected standards - Offer guidance and support with the execution of their daily activities and if required, take appropriate Disciplinary Action - Provide direct reports with opportunities for growth and development through on-the-job training and feedback to perform optimally in their roles - Participate in the selection and appointment of new team members - Conduct regular meetings and promote open and ongoing communication with the team - Approve the leave of direct reports and manage overtime where applicable. - Live and demonstrate the Company Culture by regularly communicating and applying the six (6) themes in the workplace.	10%



Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Vendor management
- *Systems Design Lifecycle Management*
- Interpersonal
- Communication
- Project management
- Time management
- People management
- *Microsoft Data Platform Stack*

Behavioural Attributes

- Perseverance
- Drive
- Analytical
- Accountability
- Flexible and adaptable
- Detail-oriented

Knowledge

- *Microsoft D365 Platform* (Finance & Operations, and CE)
- Data Platform (Database) Management & Design (*SQL Server & T-SQL*)
- Data Engineering (*SSIS, SSRS, SSAS, Power BI, Azure Analysis Services, Azure Synapse Analytics and Azure Data Factory*)
- Hands-on *Cloud Data Solutions* Design and Implementation (*Azure*)
- *Microsoft Power BI* (*DAX, M-Query & Power Query*)
- *Data Modelling & Data Warehouse Design Principles*
- Data Analysis & Visualisation
- HR Systems (*Sage 300 People*)
- *Repsly CRM System & API or similar CRM knowledge*

Special Requirements

- Incumbent is required to work extended working hours
- Incumbent is required to provide remote support
- Incumbent may be required to travel locally



Participants

Input Participants

Participant Name	Participant Designation
Nico Botes	Data Platform Manager
Willem Pretorius	IT Manager

Completed By

Name	Title
Henry Galloway	Human Resources Manager