



**BEAUFORT WEST**  
**MUNICIPALITY \* UMASIPALA \* MUNISIPALITEIT**  
**RE-ADVERTISEMENT EXTERNAL STAFF VACANCY: NOTICE 177/2025**  
**DEPARTMENT: CORPORATE SERVICES**  
**DIVISION: INFORMATION COMMUNICATION TECHNOLOGY (ICT)**  
**REF NUMBER: WC0531026 – KORP 53**

**MANAGER: ICT**

**SALARY: T16: R53 134.03 – R68.970.03 pm - R637 608.36 - R827 640.40 PER ANNUM**

**JOB PURPOSE:**

To provide integrated Information Communication Technology services to the Municipality in order to optimize business processes and increase user productivity in accordance with appropriate ICT policies, strategies and implementation frameworks.

Functions:

- Develop and implement ICT strategies and policies.
- Provide operational and support services to ensure network connectivity and access.
- Diagnose and resolve software/hardware problems ensuring optimum and uninterrupted functionality of ICT operating systems.
- Perform upgrades and repairs to components/ peripheral devices.
- Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on functionality of application software.
- Install ICT equipment and software programmes to ensure availability of services.
- Ensure data backup integrity and risks compliance and compliance with licensing requirements.
- Prepare specifications and provide advice on the acquisition of ICT equipment and systems.
- Maintain ICT systems to ensure the efficient operations.
- Provide photo copy and printing services.

**QUALIFICATIONS/REQUIREMENTS/EXPERIENCE:**

A Relevant professional ICT qualification, preferably a 3 year diploma (NQF Level 6) OR a Degree (NQF Level 7) with; 8 years or more relevant post qualifying experience covering all aspects of the Information and technology function of which 3 should at management level.

**OTHER REQUIREMENTS/ SKILLS**

A Valid Code B Driver's license. \*Computer Literacy (Networking, Databases, Servers, Applications). software development, telecommunications and network administration, server and data storage management. Linux administration experience, SQL and programming. Microsoft network systems, programming and infrastructure.

**KNOWLEDGE AND SCOPE OF WORK:**

Performs the full range of activities within the IT discipline or functional area; and • Could supervise a number of staff and/ mentor other professionals.

**PHYSICAL REQUIREMENTS OF THE POST:**

1. Must be fit and healthy: move around and carry heavy loads: up to 20 kg: boxes, printers, paper, and monitors.
2. Mental stamina for problem solving, making decisions in a timely manner, and dealing with stressful situations.
3. To deal with several tasks simultaneously, need to be able to concentrate and pay close attention to detail.
4. Ensure that all work is scheduled/ accurate to meet the deadlines for information delivery to all departments in terms of departmental functions. Missing Provincial or National Treasury deadlines can result in a negative impact on grant funding in the future.
5. Juggling multiple issues simultaneously and being able to prioritize and distinguish which problems must be dealt with first and the impact of the various issues. Communicating the right message about the issue to the correct people.
6. High, consistent stress. The responsibility for the municipal information, communication and systems to be fully operational constantly in order to enable the Municipality to provide essential services.
7. All backup and disaster recovery procedures in place to prevent loss of information.
8. Financial risk. The capital investment in ICT needs to be carefully managed to ensure
9. Economic, efficient and effective procurement and implementation of assets.
10. Keeping ahead of technology and user's requirements.
11. High level of integrity required.
12. Keep information confidential

**KEY DUTIES:**

- PRODUCTIVITY/ PERFORMANCE AND PERSONNEL MANAGEMENT
- IT POLICIES AND PROCEDURES
- PERFORMANCE AND RISK MANAGEMENT
- IT SOFTWARE, SYSTEMS, SERVERS AND NETWORK
- WEBSITE AND INTRANET
- COMMUNICATION NETWORKS (+/- 250 Users on our Network)
- BUDGET MANAGEMENT
- PROCUREMENT AND ASSET MANAGEMENT
- CONTRACT MANAGEMENT
- DISASTER RECOVERY AND BUSINESS CONTINUITY
- TECHNOLOGY, COMMUNICATION, SYSTEMS AND DATA RESEARCH
- MUNICIPAL IT TRAINING REQUIREMENTS
- OPERATIONAL IT MANAGEMENT

- IT STEERING COMMITTEE

#### **SPECIAL CONDITIONS ATTACHED TO THE POST:**

Standby for system alarms, notifications.

After hours and weekend work on information, communication and technology systems is required to minimize disruption to business activities during working hours.

May have to work evenings and weekends to meet deadlines or solve unexpected problems.

The changing technology, unforeseen circumstances with systems, hardware and software applications.

Peak periods when crises, viruses, hackers and other acts of cyber-terrorism happen. Procedures as pre-emptive measures to keep "hackers" out and systems virus free.

Ability to work under pressure and deal with regular conflict.

Attention to detail / accuracy, incorrect or inaccurate information leads to bad decision making.

Communication and interpersonal skills are critical for dealing with other departments.

Understand, generate and implement municipal legislation, to ensure departmental compliance.

Constant research of trends, legislation and technological improvements and the impact of these on the organization and its strategic direction.

Keeping abreast of technology advances.

#### **MSR COMPETENCIES:**

**CORE PROFESSIONAL COMPETENCIES:** Business Communication \*Organisational Awareness \*Consulting \*Planning and Organising  
\*Monitoring and Control \*Negotiation \*Oral Communication \*Written Communication

**FUNCTIONAL COMPETENCIES:** Information Strategy \*Advice and Guidance \*Business and IS&T Planning \*Technical Strategy and Planning  
\*Business Change Management \*Data Conversion \*Operations \*Installation and Integration \*User Support

**PUBLIC SERVICE ORIENTATION COMPETENCIES:** Interpersonal Relationships \*Communication \*Service Delivery Orientation

**PERSONAL COMPETENCIES:** Action and outcome orientation \*Resilience \*Cognitive ability \*Learning orientation

**MANAGEMENT / LEADERSHIP COMPETENCIES:** Impact and Influence \*Team Orientation \*Direction Setting \*Coaching and Mentoring

**Please Note:** By applying for this position, the candidate consents to verification checks of qualifications and criminal records. Candidates must be willing to be subjected to a rigorous evaluation process. Originally completed applications, accompanied by originally-certified true copies of qualification certificates (degrees, diplomas, certificates, school certificates, etc.) as well as required driver's licences, Professional Driver's Permits and registration certificates from professional bodies, where applicable. Receipt of applications will not be acknowledged and no supporting documentation will be returned.

Canvassing with councillors or any other decision-maker/member of the Selection Committee, is not permitted and proof thereof will result in disqualification of your application.

Beaufort West Municipality is an Equal Opportunity Employer. Candidates from the designated groups, including those with disabilities are encouraged to apply. The requirements of the Employment Equity Act will be considered as part of the selection criteria/process. If you do not hear from us within 1 (one) month of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website [www.beaufortwestmun.co.za](http://www.beaufortwestmun.co.za). The Council reserves the right not to make an appointment and to add/amend/change the salary package and to add/amend/change to Job description.

#### **Disqualification: Please note that the following will lead to disqualification:**

Not using the formal application form.

Non-submission of required documents or submission of fraudulent documents.

Canvassing with Councilors and/or officials with the aim to be appointed.

Non-adherence to the instructions on the advertisement.

**CLOSING DATE: FRIDAY, 19 DECEMBER 2025 AT 12:00**

**Job Related Enquiries:** AC Makendlana – 023-4148181/ 8104

**General HR Enquiries:** Adriaan Duimpies – 023-4147549 / Imelda Dourie – 023-4148190 - Angilo Jacobs – 023-4147550

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. Applications for the abovementioned vacancy must be sent to/handed in at –

The Office of the Acting Municipal Manager, Private Bag 582/112 Donkin Street, Beaufort West 6970

Or email to

[erecruit@beaufortwestmun.co.za](mailto:erecruit@beaufortwestmun.co.za)

BS Jacobs

**ACTING MUNICIPAL MANAGER**

**3 December 2025**