



BEAUFORT WEST
MUNICIPALITY * UMASIPALA * MUNISIPALITEIT

Notice Nr: 90/2022

REF NUMBER: Korp 53/WC0530482 – 90/2022

MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY

DEPARTMENT: CORPORATE SERVICES

Job Purpose:

To manage, plan and coordinate the Information & Communications Technology (ICT) functions to ensure the efficient and accurate rendering of an ICT support service, effective and operational network services; coordinate tasks/ activities associated with the provision of End User support and analyses; diagnose and resolve software/ hardware related problems ensuring optimum and uninterrupted functionality of operating systems and applications

Requirements:

MSCE Diploma or RHCE/NCLP Diploma or related qualification in Information Technology ** NQF Level 7 plus a minimum of five (5) years' to eight (8) experience in managing ICT related projects. **Preferably experience in installation of programmes

Skills and Abilities Required:

Interpersonal skills **Analytical ability **Planning skills**Problem solving skills**Project management skills**Customer orientation Administrative skills **Drive and energy (motivation.) ** Business Communication ** Cognitive Ability **Learning Orientation **Ability to inspire a positive attitude in other and can influence others effectively ** Capacity to promote cooperative climate and understands group dynamics to achieve shared goals **Ability to set clear direction ** Ability to assess skills, performance and subordinate potential **Action and Outcome orientated **Ability to respond constructively to stressful situations and ability to persist goals despite obstacles and setbacks **Ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals

Knowledge Required:

Systems Act no 32 of 2000 **Local Government Infrastructure **Municipal Systems & Procedures ** Project Management & Budgeting **Hard & Software Programmes

Key Duties:

Council's Network Services - Manage, plan and coordinate the council's network services to ensure effective and operational network services **Policies and Strategies -The establishment of policy and strategy to manage the ICT function of the municipality and to determine operating strategies **Monitoring -Apply continuous monitoring** Support and Maintenance - Provide support, maintenance and advice to departments of the council ** Management Information Systems -Control the municipality's management information systems **ICT Systems, Systems Development And Programmes - Manage the municipality's ICT systems, systems development and programmes ** Control the application of security and contingency planning **Plan and manage the council's computer network, internet, e-mail and related services with the emphasis on improving existing core services and infrastructure **Formal and Informal Reporting ** Perform any other related duties as instructed by Supervisor the applicable legislation **Formal and Informal Reporting ** Perform other related duties as instructed by supervisor.

Salary: T16: R45 260.43 pm

R543 125.19 to R704 997.56 per annum

Plus Benefits

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. **No copies of certified copies will be accepted.** The appointment will be subject to an initial probationary period of 6 (six) months after which the permanent confirmation of the appointment shall be reconsidered. **No applications via fax or e-mail will be considered unless the original application & documents are received on/before the closing date.**

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 3 (three) months of the closing date, please regard your application as unsuccessful. For more details on vacancies visit our website www.beaufortwestmun.co.za. The Council reserves the right not to make an appointment and to add/amend/change the salary package.

CLOSING DATE: FRIDAY, 22 JULY 2022 at 12:00

Job Related Enquiries: Mr. Amos C. Makendana – 023-4148100/ 8181

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

Applications, clearly marked, accompanied by a comprehensive CV and details of contactable referees for the abovementioned vacancy must be sent to/handed in at –

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

GZ Nyathi
ACTING MUNICIPAL MANAGER

Notice Period 01.07.2022 – 22.07.2022