



Office of the Municipal Manager

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www.mandeni.gov.za

MANDENI LOCAL MUNICIPALITY

EXTERNAL ADVERTISEMENT

The following vacancy exists for a suitably qualified and experienced person to join the staff of Mandeni Municipality within the Corporate Services Department.

MANAGER: INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

DEPARTMENT : CORPORATE SERVICES

SALARY : R457 558.00 per annum

SALARY SCALE : (R 457 558.08 - R 593 928.36)

TASK GRADE : 16

REF NO : PN77/2018

MINIMUM REQUIREMENTS:

- B Degree in Information Systems
- Code B driving license
- 3-4 years' experience in information technology of which 2 years must be at supervisory level
- Municipal Management experience will be an added advantage

SKILLS & COMPETENCIES

- Analytical and problem solving skills.
- Strong technical skills.
- The ability to work well under pressure.
- Interpersonal and communication skills.
- Management and leadership skills
- Data Center Management.

DUTIES:

- Identifies and defines the immediate, short and long term objectives/ plans in respect of maintaining synergy between the Department's strategic intent and outputs of the Information Technology and Records Management Section
- Directs and controls outcomes associated with utilization, productivity and performance of personnel within the key functional areas

Executive Committee

Cllr. SB Zulu (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. MPP Zungu (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. TP Mdlalose | Cllr. MS Mdunge | Cllr. M Shelembe



- Prepares capital and operating estimates and budgets and controls expenditure against the approved budget allocation
- Develops or reviews functional policies and defines and implements procedures, systems and controls to regulate actions, risk, and comply with good governance standards Preserves assets by implementing disaster recovery and back-up procedures and information security and control structures.
- Recommends information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Manages the formulation of specific contracts and tender documents and controls contractual obligations
- Manages processes associated with the implementation of new installations, upgrades and integration between platforms and the determination of measures to maintain data integrity
- Manages and controls the procedures, systems and applications associated with the Networks and Telecommunication Branch (voice, data, video communication, wide area networks, satellite, wireless, ISDN, etc)
- Manages the Customer Services operations based on the objective of providing a quality, professional and cost-effective service inclusive of Desktop Management, Service Desk, Messaging and Collaboration, Mobile Device Management and, Imaging and Printing Management.
- Verifies application results by conducting system audits of technologies implemented.
- Coordinating the set-up and implementation of communication mediums to serve as avenues to facilitate transfer of functional information and receive client comment and complaint.
- Participating in various meetings (council committees, internal and external forums) and provides comments/ opinions on matters affecting or concerning the functionality.


All standard Municipal Fringe benefits which inter-alia includes a Housing Subsidy, Medical Aid, Vehicle allowance and Pension Fund would be applicable to the above post

DIRECTIONS TO CANDIDATES: Enquiries must be directed to: Mrs. NW Ntuli (Manager Human Resource and Council Support); tel: (032) 456 8200. The Municipality reserves the right to make enquiries with previous



employers and/or references, and to verify the authenticity of any qualification submitted. Application form and full CV with certified photocopies of attachments, quoting the relevant reference number to: **Human Resources, P.O. Box 144, Mandeni, 4490** or **hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni**. NB Faxed and e-mailed applications will not be considered. The closing date for applications will be **Tuesday, 23 October 2018 at 12H00** midday, if you do not hear from us within 30 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.

NB: the municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 10/10/2018