



## MANDENI LOCAL MUNICIPALITY

### CAREER OPPORTUNITY

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

#### IT SYSTEMS AND WEB ADMINISTRATOR

Basic Salary: **Task Grade 11 (R 220 125 – R 285 732 pa) REF. NO. PN 03/2018**

#### REQUIREMENTS:

- Diploma in PC Hardware and Software/ A+ Certificate
- Computer Literate
- 4 years' Information Technology technical support experience
- Code EB Driver's License
- Good interpersonal skills, as well as willing to work under pressure.

#### DUTIES:

- Co-ordinates the planning, prioritization, and execution of requirements associated with the provision of System and Web Administration technical support.
- Co-ordinates and controls tasks /activities associated with controlling personnel performance, productivity, and discipline within the Systems and Web Administration Unit.
- Co-ordinates system administration and requirements in respect of the software and operating system of user computer.
- Co-ordinates applications associated with the provision of a Web Administration service.
- Disseminates information related to specific key performance areas of the functionality.
- Prepares system functionality and performance reports and attends to correspondence.

#### BENEFITS:

Pension fund, medical aid, attractive leave conditions, 13<sup>th</sup> cheque and subject to certain conditions, a housing subsidy.

**Enquiries must be directed to:** Ms. BL Zondo (Manager Human Resource and Employee Relations);  
tel: (032) 456 8200.

**Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni,**

#### Executive Committee

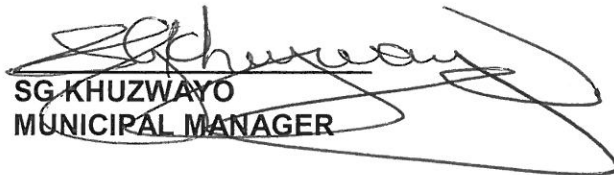


**4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.**

The closing date for applications will be **Friday, 26<sup>th</sup> of January 2018 not later than 12:00 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](http://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**