

Winnie Madikizela-Mandela Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
mahlakal@mbizana.gov.za

EXTERNAL ADVERT

- | | |
|----------------------|---|
| 1. POST: | MANAGER: ICT |
| DEPARTMENT: | CORPORATE SERVICES |
| CONTRACT: | PERMANENT |
| TASK GRADE: | 16 |
| REFERENCE: | MLM/JD16/MICT |
| REMUNERATION: | R548 947.00 basic salary per annum |

REQUIREMENTS

- ✓ Grade 12 or Matric Certificate;
- ✓ Bachelor Degree or BTech in Information Communication Technology;
- ✓ 3-4 years' experience in a supervisory position in related field and knowledge of Local Government;
- ✓ Be able to interpret statutes;
- ✓ In-depth knowledge of the municipality's challenges in delivering municipal services
- ✓ Excellent analytical and problem-solving skills;
- ✓ Fluency in at least two official languages
- ✓ Be able to work under pressure and
- ✓ Valid driver's license.

KEY PERFORMANCE AREA

- ✓ Research and develop strategic short and medium-term plans/goals for the ICT functionality;
- ✓ Investing in ICT infrastructure in line with planned performance, keeping in mind the municipality's commitment to cost effectiveness;
- ✓ Strengthen internal controls and monitor ICT governance risks to the entire municipality;
- ✓ Ensure the efficacy and continuity of the municipal operations and general business in the event of an unforeseen disaster;

- ✓ Manager the dissemination of official municipal information onto the website;
- ✓ Develop and monitor the budget of the ICT functionality;
- ✓ Develops communications policy for roll-out of IT systems, hardware and software and
- ✓ Prepare monthly management reports.

2. POST: PMS OFFICER
DEPARTMENT: MUNICIPAL MANAGER'S OFFICE
CONTRACT: PERMANENT
TASK GRADE: 11
REFERENCE: MLM/JD11/PMSO
REMUNERATION: R282 598.00 basic salary per annum

REQUIREMENTS

- ✓ Grade 12
- ✓ Three Year National Diploma in Public Administration / Public Management
- ✓ Certificate Program in Municipal Development / CPMD will be an added advantage
- ✓ 2-3 years' Experience in Institutional Performance Planning, Monitoring and Reporting Field
- ✓ Sound knowledge and understanding of Local Government Legislation
- ✓ Be computer Literate with office applications
- ✓ Excellent communication, writing and presentation skills
- ✓ Be self-driven and able to work beyond working hours
- ✓ Ability to pay attention to reporting timelines and details

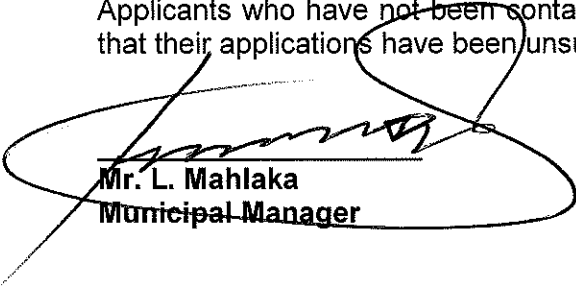
KEY PERFORMANCE AREA

- ✓ Develop and implement process plan for Performance Management System of the institution.
- ✓ Responsible for timeous compilation of the Service Delivery and Budget Implementation Plan and ensure proper monitoring and review thereof.
- ✓ Ensure adherence to specific legislated requirements contained in the Local Government Prescripts relevant to Performance Planning, Monitoring, Reporting and Review.
- ✓ Assis with institutional performance monitoring by coordinating quarterly, mid - year and annual performance assessment reports, reviewing the POEs and compile institutional performance reports for submission to relevant authorities.
- ✓ Ensure alignment of Performance Management System with IDP & Budget in order to ensure effective implementation of the Municipal Integrated Development Plan.
- ✓ Responsible for Compilation of the Annual Reports.

An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, accompanied by a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of the applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: hr@mbizana.gov.za. For more information please contact: **Ms N. Mshweshwe on 039-251 0230** during office hours. **Closing date: 03 February 2023 @ 12pm.**

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



Mr. L. Mahlaka
Municipal Manager