

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

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:

1. POST:	IT TECHNICIAN
DEPARTMENT:	CORPORATE SERVICES
CONTRACT:	PERMANENT
TASK GRADE:	11
REMUNARATION:	R289 366.00 BASIC SALARY PER ANNUM
REFERENCE:	MLM/JD11/ ITT

REQUIREMENTS:

- ✓ Grade12;
- ✓ National Diploma in Information Communication Technology;
- ✓ 2-3 years' experience working experience in the field;
- ✓ 1-2 years' experience in a supervisory position will be an added advantage;
- ✓ N+ and A+ certificates will be added advantage;
- ✓ Must be computer literate; and
- ✓ Must display good organizational, time and multi-tasking skills.

KEY PERFORMANCE AREAS:

- ✓ Supports internal and external communications process for business management programmes and projects;
- ✓ Monitors reception of communications, record feedback and documents and reports lessons learned;
- ✓ Organises, prioritises and schedules tasks so that they can be performed within budget and with efficient use of time and resources;
- ✓ Ensures that existing and planned systems and IT infrastructure remain compatible;
- ✓ Support LANS, WLANS, and VPN;
- ✓ Provides support on all technical aspects of the development or modification of information systems;
- ✓ Implements and monitors approved data conversion processes, records and report results;
- ✓ Investigates and resolves problems and provides information about the systems;
- ✓ Updating details to computer equipment and accessories located within the Division; and
- ✓ Monitors performance of the network and reports on status.

2. POST: SYSTEMS ADMINISTRATOR
DEPARTMENT: CORPORATE SERVICES
CONTRACT: PERMANENT
TASK GRADE: 12
REMUNARATION: R341 633.00 BASIC SALARY PER ANNUM
REFERENCE: MLM/JD12/ SA

REQUIREMENTS:

- ✓ Grade 12;
- ✓ National Diploma in Information Communication Technology;
- ✓ 3 years' working experience in the field;
- ✓ 2 years' experience in a supervisory position;
- ✓ Certificate in Security+/MCSA/MCSE will be an added advantage
- ✓ Experience on Munsoft and SAGE 300 People (Payroll System) will be an added advantage;
- ✓ Must be computer literate;
- ✓ Possess excellent communication skills, both verbal and written; and
- ✓ Display good organizational, time management and multi-tasking skills.

KEY PERFORMANCE AREAS:

- ✓ User administration (setup and maintaining user accounts);
- ✓ Quickly arrange repair for hardware in occasion of hardware failure;
- ✓ Monitor system performance and measure progress and results.
- ✓ Provide assistance on all technical aspects of the development or modification of information systems;
- ✓ Ensures compliance of information systems through information security;
- ✓ Software configuration and monitoring
- ✓ Backup for servers and computers
- ✓ Provide input during the development of a backup and recovery policy;
- ✓ Disseminate information to users on policies (policy awareness) and emerging systems; and
- ✓ Implement the policies for the use of the computer systems and network

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, 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: ...28.06.2023... @ 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