

NYANDENI LOCAL MUNICIPALITY

PHYSICAL ADDRESS:
Municipality Building
B.N. Nomandela Drive
LIBODE

POSTAL ADDRESS:
Private Bag X 504
LIBODE
5160



Tel: 047 5555 024
047 5555 000
047 5550 278

Email:
goldsmithp@nyandenimun.org.co

"Deciding with the people, not for the people"

07 August 2017

EXTERNAL ADVERT

Applications are hereby invited from the suitable candidates for the following permanent posts:

ICT Systems and Administration Manager – Task Grade 16

Salary Scale: R 495 618.71 – 545 996.81 per annum

Essential Requirements of the post:

- National Diploma/ Degree in Information Technology or Computer Science or Equivalent NQF Level 6 Qualification
- Five (5) years of relevant work experience
- A valid code EB of Driver's license.

Key Performance Areas:

- Responsible for general administration of equipment, maintenance of Municipal Building and Information Technology;
- Develop and Maintain efficient Records Management System for the Municipality;
- Oversee all technology operations e.g. Network Security and evaluate them according to established goals;
- Devise and establish IT policies and systems to support the implementation of strategies set by upper management;
- Analyze the business requirements of all departments to determine their technology needs;
- Identify the need for upgrades, configurations or new systems and report to upper management;
- Assist in building relationship with vendors and creating cost-efficient contract.

NB: Certified copies of qualifications, driver's license, ID copy, and CV must accompany the application letter for vacancy. Failure to submit documents listed above

will result in disqualification. Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipality (Libode/Ngqeleni Offices). **Females, Coloureds, Indians, Whites and People with disabilities are encouraged to apply; People with disabilities must disclose the nature of their disabilities.** The words “**APPLICATION FOR VACANCY**” should appear on the same side of the application letter for vacancy, but separate from the address in the same envelope so as to sensitize the Registry Office of the closing date.

Faxed and emailed applications will not be considered. Only successful candidates will be contacted, and therefore if you have not heard from us within 90 days after the closing date, consider your application as unsuccessful. The Council reserves the right not to continue with the interviews and appointments if the Council feels no suitable candidate could be found. Canvassing of Councilors / Management is not permitted and proof thereof will result in disqualification.

BACKGROUND SCREENING WILL BE DONE TO SUCCESSFUL CANDIDATE

Applications should be addressed to:

The Corporate Services Manager
Nyandeni Local Municipality
Private Bag X 504
Libode
5160

For enquiries contact Corporate Services Department at **047 555 5028/047 555 5024** and at **Ngqeleni offices** Please Contact Person **Ms. N. Madayi** at **047 568 0300/1**

CLOSING DATE FOR APPLICATIONS: 20 September 2017, 16

**N. NOMANDELA
MUNICIPAL MANAGER**

