



REF. NO. 4/1/2/6

**EXTERNAL ADVERTISEMENT**

Mbhashe Municipality is a Category B, a grade three Municipality comprising of Elliotdale, Willowvale and Dutywa and surrounding rural areas in terms of the Municipal Structure Act. It is situated in the North Eastern Cape, and is looking for suitably qualified, motivated and committed individuals to fill the following position.

**POST TITLE: ICT MANAGER**

**Nature of Employment: PERMANENT**

**Task Grade: 16**

**Salary Scale: (R 606 705 – R787 539)**

**Essential Requirements of the post:**

5 years or more relevant post-qualifying experience covering all aspects of the Information and communication technology function. Minimum of 3 years' experience working as an IT specialist. Experience of working in a municipal environment will be an added advantage.

Grade 12, National Diploma/B. Degree in Computer Science/Information Systems or BTech in Information Technology or related qualification; Proven experience in ICT management, with a strong understanding of networking, cybersecurity, and systems administration; Excellent leadership and communication skills, with the ability to inspire and motivate a diverse team ; Strategic thinker with a passion for driving innovation and digital transformation; Experience working in a municipal or government environment is desirable but not required; Technical Expert within the ICT discipline or functional area.

Compliance with Minimum Municipal Competency will be an added advantage. Excellent knowledge of different computer applications and systems (Networking, Wireless, Databases, Servers, Applications).

Strategic problem-solving and decision-making capabilities. Be able to work under pressure.

Valid Code 8 driver's license or higher.

**Key Performance Areas**

- Guide the municipality on ICT matters to ensure effective, innovative, stable and secure systems.
- Develop and/or Review existing ICT policy framework, plans and procedure documents to meet the current and future needs of the Municipality cost-effectively and functionally.

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- Align the ICT Strategic Plan to the Municipal's Integrated Development Plan (IDP).
- Develop and implement strategic ICT plans aligned with the municipality's objectives.
- Review and enhance the ICT Governance Framework to ensure compliance with good governance practices.
- Ensure an Information Technology clean audit and AG compliance for the municipality.
- Plan, design, and document ICT infrastructure.
- Develop and implement ICT service continuity plans.
- Ensure optimal functioning of ICT systems and resources through comprehensive usage control.
- Facilitate the Financial Management, Legislative and General reporting of the section.
- Manage and revise the licensing options of hardware/software according to legal standards to ensure licensed systems and software.
- Align Information Communication Technology systems and equipment with Council requirements and strategy.
- Ensure a high level of security on the network, servers and related infrastructure.
- Manage and monitor the data governance.
- Ensure users are complying with ICT policies.
- Review server capacity and system growth rate to establish and plan future requirements.
- Review and approve systems requirements specifications, and the technical interpretation of the stakeholder's requirements.
- Oversee the development of new systems, system enhancements and/or reports.
- Lead and prioritise digitalisation projects.
- Manage the municipal website and ensure the website and its content comply with MFMA legislation.
- Ensure an operational intranet.
- Design Plan and Manage the Wireless WAN (Wide Area Network) and LAN (Local Area Network) networks.
- Prioritising future Information Technology needs concerning municipal objectives.
- Oversee the day-to-day operations of the IT department, including network infrastructure, systems administration, and user support.
- Ensure the security and integrity of ICT systems, data, and resources including firewalls.
- Lead and mentor a team of ICT professionals, fostering a culture of innovation, collaboration, and continuous improvement.
- Evaluate emerging technologies and recommend solutions to enhance efficiency and productivity.
- Collaborate with stakeholders across departments to identify and address ICT needs and challenges.
- Responsible for planning, developing and administering Mbashhe Records Management policies designed to facilitate effective and efficient handing of business records across the bank.
- Key driver in Plans development and implementation of records management policies and framework intended to standardize records capturing, filing, storage and protecting, retrieving, destruction, reporting of all physical and electronic records.
- Coordinates and directs activities of and archival involved with reports analysis and supporting technical, clerical and scanning of archived documents.

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## CORE PROFESSIONAL COMPETENCIES

- **Managers a team of IT professionals**
- **Business Communications**
- **Consulting and Negotiation**
- **Planning and Organising**
- **Mentoring and Control**
- **Written and Oral Communication**
- **Managerial and Organisational Skills**
- **Time Management**

### Fringe benefits:

In addition to the above salary for the post the municipality will offer a 13<sup>th</sup> cheque and further contribute towards the employee's Provident/Pension Fund and Medical Aid in accordance with its policy.

Applicants must attach application form obtainable from our website accompanied by recent Curriculum Vitae as well as originally certified copy of an identity Document, originally certified copy of education qualifications and originally certified copy of valid driver's license where applicable and a proof of residence not older than three months. (No copies of certified copies allowed, certification should not be more than six months old).

Please note that failure to submit all the requested documents and incomplete, late faxed and e-mailed application will result in the application not being considered. Fraudulent qualifications and CANVASSING of Councillors and Officials will disqualify an applicant with immediate effect. Council will not be responsible for original documents sent with application. Persons with disability are encouraged to apply

For the attention of:

or hand delivery to

The Human Resources Office

the Reception

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P.O. Box 25, Idutywa 5000

454 Streatfield Street, Idutywa 5000

Enquiries should be directed to Ms. N. Mahlathi – Nkuhlu at 047 489 5800/ 5809


**IMPORTANT NOTICE TO APPLICANTS:** Mbhashe Municipality Council is committed to the provisions of Employment Equity Act No 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Should the candidates not be informed of the outcomes of their applications within 30 days after the closing date, they may regard themselves as having been unsuccessful.

Shortlisted candidates will be subjected to qualifications verification process, security vetting

Date advertised: 28 May 2024

Closing Date: 06 June 2024 not later than 15H30

Should you be interested in the post, please visit Mbhashe Local Municipality website at [www.mbhashemun.gov.za](http://www.mbhashemun.gov.za).

Recommended by: 

**N.Nkuhlu**

**Senior Manager: Corporate Services**

Approved by: 

**M.NAKO**

**MUNICIPAL MANAGER**

Date: 27/05/24

