

MANTSOPA LOCAL MUNICIPALITY
EXTERNAL ADVERTISEMENT VACANCIES

Mantsopa Local Municipality subscribes to the principles of the Employment Equity Act, and need to appoint suitably a qualified and experienced person in the under mentioned positions. Someone with the skills and expertise to discharge the duties of the under mentioned positions are invited to apply.

IT TECHNICIAN

QUALIFICATIONS:

- Degree or Diploma in Information Technology
- 5 years experience in Information Communication Technology
- A Niche for Technological Filling and Record Keeping
- Knowledge in Project Management
- Knowledge in System Development and programming
- Computer Networking experience
- Communication Skills
- Code EB driving license

KEY RESPONSIBILITIES

- Handle Data Centre Operations.
- Have in depth technical understanding and hands on experience on Microsoft Domain, Storage Area Network, Virtualization, Backup Restore, LAN/WAN technologies along with exposure to Unix and database environments.
- Ensure maximum availability of application systems.
- Manage the acquisition, installation and maintenance of IT Infrastructure including servers, desktops, laptops, IT security and software according to set standards.
- Analyzing, streamlining and automating of business process.
- Management of IT Staff – performance and training
- Develop and manage the IT budget and control the approval of expenditure
- Responsible for IT Hardware, software and maintenance procurement
- Management and tracking of projects.

DUTIES:

- Ensure the integrity of back-office and client-facing systems in the crises response management office.
- Ensure adequate support is provided as well as assisting in the design and implementation of systems, servers, security and IT best practices policies.
- Manage the IT team with regards to development, support, security and infrastructure maintenance.
- Produce relevant management information, drafting recommendations and options, highlighting risk areas and providing supporting documentation on monthly basis and as required.
- Initiate and implement improvements in all areas of IT responsibility.
- Serve as a main point of contact on all IT-related matters.
- Respond/act on upper-management direction.

- Identify and provide standards for gathering information for use in trend analysis and makes recommendations.
- Interact with staff on all levels to help resolve IT-related issues and provides answers in a timely manner.

ATTRIBUTES:

- Good project planning skills.
- Problem solver.
- Good organizational skills.
- Strong communicator.
- Deadline driven.

Applications to be forwarded as follows: CVs with certified copies of educational qualifications & ID as well as a covering letter stating for which position you are applying for addressed to: **The Director Corporate Services, Mantsopa Local Municipality, P.O. Box 64, Ladybrand, 9745 or hand delivered to 38 Joubert Street, Ladybrand, Please note that no faxes or e-mails will be accepted.**

Closing date: 23 January 2013 at 16:30. Please note that if you have not received any correspondence from the municipality after one (1) month from the closing date, you can consider your application as unsuccessful. Council reserves the right not to appoint any of the applicants.

Enquiries: Director Corporate Services: Ms Palesa Moloi 051 924 0654

Fraudulent qualifications, documentation or driver's license from applicants will immediately be disqualified. A candidate/applicant who canvasses with any Councilor for preference will also be disqualified from the selection process or from appointment.

**SM SELEPE
MUNICIPAL MANAGER**