JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO: 26/2024

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES ARE INVITED FOR THE FOLLOWING POSITION:

WEBSITE AND RESEARCH ADMINISTRATOR
(Task Grade 11 of a Category 4 Local Authority)

REMUNERATION

An amount of **R319 810** per annum is on offer.

FRINGE BENEFITS

Normal fringe benefits include leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund and membership to a medical aid scheme subsidised by Council.

REQUIREMENTS

- Grade 12.
- National Diploma in Computer Science/ Equivalent (NQF Level 6)
- Computer Literacy.
- A minimum of three (3) years relevant experience.

CORE RESPONSIBILITIES

- Implementing strategies, policies, and procedures relating to the creation, reviewing, and maintenance of the Municipality's website
- Gathering information from management that would assist in the designing or reviewing the design of the website.
- Designing first draft of the website according to the brief received from management and forwarding the first draft to the immediate superior for further processing.
- Finalising the designs and creating the website per applicable policies, and choosing a programme that is recommended by the State Information Technology Agency (SITA) and

loading it to the server of the municipality.

- Designing and preparing a prototype web page and user interfaces per the SITA system specification and standards and applicable policies.

- Creating and reviewing intranet for the municipality using aprogramme recommended by SITA and loading it to the municipality's server.

- Maintaining the functioning of the website and collaborating with marketing, communication, and ICT teams on website projects.

- Gathering information from departments for publication to the website and intranet.

- Updating the website content by uploading the approved up-to-date content received from users per applicable policies, procedures, and ICT standards.

- Creating, reviewing, and maintaining a high-security level of the website and intranet.

- Developing new applications, updating, and configuring performance and security of existing applications for the internet and intranet by coding programmes in the language adopted by the municipality per applicable programme specifications, policies, and ICT standards.

- Monitoring and maintaining the functioning of the intranet and internet applications.

- Updating the appearance of the website home page by designing new layouts for the website to keep it visually attractive to users.

- Providing technical support and troubleshooting website-related issues.

- Researching on the internet the versions of databases and programming languages and submitting recommendations any new versions of databases or programming languages to the immediate superior for further action.

- Supporting the local municipalities of the district in the development and maintenance of their websites.

- Creating, reviewing, and maintaining documentation and manuals relating to the website administration, such as database and applications created and maintained including any metadata, configurations scripts procedures and change controls procedures.

- Creating and maintain backups of intranet and website data.

- Monitoring website analytics, such as, collecting, analysing of website data, and creating reports and submitting them with recommendations to the immediate superior for further action.

- Assisting in events administration by designing and printing invitations and posters, for the events.

- Creating and maintaining the events calendar on the website and intranet facilitating its accessibility to the relevant stake holders and interested parties.

- Preparing investigational reports responding to inquiries and concerns from stakeholders relating to the key performance and results indicators of the subsection.
- Preparing performance reports referring to statistical data and qualitative information relating to the subsection's key performance and results indicators, and forwarding them to the immediate superior for further action.
- Any other duty as reasonably delegated by management and as outlined in the relevant job description linked to the position.

Kindly submit a detailed CV together with a prescribed application form and relevant valid certificates and documents to the attention of the Manager: Human Resources or alternatively electronically apply via e-mail on ***recruitment@jgdm.gov.za***. No faxed or late applications will be accepted. Application forms can be downloaded on our website, *www.jgdm.gov.za*. Canvassing and/or lobbying of Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The Senior Management Application Form and the Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from http://www.jgdm.gov.za/

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

ATTENTION: MANAGER- HUMAN RESOURCES AND LABOUR RELATIONS

MR. M.P NONJOLA
Municipal Manager
Cnr Cole and Graham Street
Private Bag X102
BARKLY EAST
9786

ENQUIRIES: B.F PHETHOHA
Tel No: (045) 979 3039/3089
File No: 4/6/3/8

CLOSING DATE: 15 MARCH 2024

Approved
19/02/2024