

# **JOE GQABI DISTRICT MUNICIPALITY**

## **NOTICE NO 107/2022**

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, Mount Fletcher and the rural part of Tsolo and Qumbu).

**RE-ADVERTISEMENT** - *(All applicants who previously applied for the position need not to re-apply.)*

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

### **INFORMATION TECHNOLOGY / INFRASTRUCTURE SUPPORT MANAGER**

**(Task Grade 17 of a Category 4 Local Authority)**

### **REMUNERATION**

An annual salary amount of **R712 579** is on offer.

### **FRINGE BENEFITS**

Normal fringe benefits which are in addition to the above indicated salary include: leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund, membership to a medical aid scheme subsidised by council, car allowance and a cell phone allowance are on offer.

### **REQUIREMENTS**

- Grade 12
- B degree in Information Technology.
- 5 years related IT and management experience.
- Code B (08) Drivers License.

### **DUTIES**

- Determining the Municipal strategy and policy with regard to the ICT function in accordance with the broader national IT needs and objectives, in order to establish and maintain compliance requirements and principles of best practice.
- Ensuring alignment of IT strategies within the Joe Gqabi District Municipality region.

- Planning, organizing, coordinating and controlling the operations of the IT Systems Analysts and the IT Practitioners and Clerks by issuing direct instructions and solving any work related problems.
- Determining training needs; making recommendations regarding training courses, seminars, and demonstrations; and sees to it that the required on the job training is provided in order to optimize performance.
- Drafting of the budget for the IT Section by planning and forecasting based on current and future needs, to ensure the efficient utilization of resources and achievement of targets for the Section.
- Authorizing all expenditure from the budget votes under the IT Section in order to ensure that all expenditure is accounted for in terms of delegated authority and to prevent unnecessary or over/under expenditure.
- Providing support and advice to other departments and management regarding IT related functions, by managing the provision of IT support to the project staff units.
- Ensuring that information is stored properly and that backups are made in order to ensure that information is saved.
- Providing timely correct management information on a periodical basis or as needed in order to facilitate accurate information sharing;
- Managing and coordinating systems and programmes to manage the application of relationships, liaison and interaction according to the approved master plan.
- Coordinating and controlling the GIS, Financial Management Information, Archives and document management, Client Services, Personnel, Assets, Roads costing system, Performance Management and other IT related systems with regard to interaction and liaison and to ensure correct application.
- Ensuring that all system changes are documented according to audit standards, and sees to the required testing in accordance with prescribed procedures in order to ensure compliance
- Managing the creation of new users according to the prescribed procedures.
- Managing the procurement/installation/maintenance of Joe Gqabi District Municipality's local and wide area networks, in order to ensure that correct processes are followed.
- Monitoring compliance with prescribed policies and procedures regarding the usage of LAN/WAN, including the usage of internet and email in order that these must be run efficiently.
- Determining the proposed council policy relating to telephone and cell phone usage by noting changes in land line and cellular telephone user patterns and requirements and by making required adjustments.

- Any other function as may be reasonably delegated by management or falling within the ambit of the IT Support and Infrastructure function and as outlined in the relevant job description.

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 and Labour Relations. **No faxed, emailed or late applications will be accepted.** Application forms can be downloaded on our website, [www.jgdm.gov.za](http://www.jgdm.gov.za). Canvassing and/or lobbying of councillors 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/>.***

"The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants. We particularly encourage applications from Women, Africans and Persons with disability as well as members of the Joe Gqabi District Communities"

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  
Acting Municipal Manager  
Cnr Cole and Graham Street  
Private Bag X102  
BARKLY EAST  
9786

**ENQUIRIES: OLWETHU NOHOLOZA**

Tel No: (045) 979 3175  
File No: 4/6/3/8

**CLOSING DATE: WEDNESDAY, 18 JANUARY 2022**



14/12/2022