

EXTERNAL ADVERTISEMENT



Makhado Municipality is an equal opportunity affirmative action employer upholding the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned posts.

DEPARTMENT OF CORPORATE SERVICES

ADMINISTRATION AND COUNCIL SUPPORT

1 x ICT OFFICER (REF: 5/3/4/9/37)

Salary Scale: R 283 633.97 – R 313 259.29 Per annum (post level -5)

Requirements: *Grade 12. *National Diploma/B.Sc. degree in Computer Science or equivalent qualification with 3 years' experience and knowledge of routers, Exchange 2003 and MS network. *A valid Code B drivers' Licence.

Key Performance Areas: *Execute all business requirements of Directorates. *Network planning and set up networks. *Evaluate and monitor appropriateness of ICT solutions Alignment to requirements. *Design and administer networks. *Compile specifications for ICT related equipment, goods and material. *Responsible for ICT infrastructure design and maintenance. *Maintenance of file server systems.*Responsible for compliance with all prescriptions of software licenses and hardware use and administer security of systems.*Responsible for ICT governance.

Key Competencies: Problem solving skills, conflict handling skills, attention to detail, inter personal skills and computer technical aptitudes.

1 x ICT TECHNICIAN (REF: 5/3/4/9/25)

Salary Scale: R216 527.63 – R244 354.99 per annum (post Level -7)

Requirements: *Grade 12.*National Diploma in Information Technology or Equivalent qualifications.*Qualification in A+, N+ and MCSE (Microsoft Certificate Systems Administrator) will be an added advantage.*A minimum of 2 years relevant experience.*A valid Code B drivers Licence.

Key performance areas:*Perform day to day operations of ICT support to users.*Implementation of regular housekeeping.*Installation and configuration of

software.*Maintain updates of ICT assets, month and day to day administration and troubleshooting, communication skills.

Key Competencies: *Good communication skills.*Attention to details.

OFFICE OF THE MUNICIPAL MANAGER

1 x SECRETARY: OFFICE OF THE MUNICIPAL MANAGER
(REF:5/3/4/9/36)

Salary Scale: R 164 630.10 – R 190 757.46 Per annum (post level -9)

Requirements: Grade 12. *National Secretarial Diploma. *At least two years' experience in office administration.

Key performance areas: Provide a secretariat service to the Municipal Manager in making all arrangement for meetings, notification, venue, refreshments, stationery, presentation aids and taking of minutes. Planning and organizing the workflow from the office of the Municipal Manager. Scheduling, confirming and updating the diary of the Municipal Manager and indicating priority/urgent meetings which must be attended. Perform general administrative and related duties. Maintain absolute confidentiality.

Key Competencies: Computer skills (word, excel, power point & internet). *Time management. *Planning skills. *Communication skills. *Typing skills. *Report writing skills. *Interpersonal skills.

NB: ALL SUCCESSFUL CANDIDATES WILL GO THROUGH A SECURITY CLEARANCE.

Makhado Municipality has a firm commitment to the advancement of designated groups, including *women and disabled*. Forward your application on the ***Council's prescribed application form*** with a copy of CV and certified qualifications to The **Municipal Manager, Private Bag X2596, MAKHADO, 0920**. Application Forms can be collected from Civic Centre at 83 Krogh Street Makhado or downloaded on www.makhado.gov.za.

For more information contact **MAKHADO MM @ 015 519 3225**

PLEASE NOTE: APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED

NB: NO FAX AND E-MAIL APPLICATIONS WILL BE ACCEPTED

If no response is received from Makhado Local Municipality within 90 days after the closing date, it must be regarded that your application has not been successful.

Publication Date: 07, 09 & 11 FEBRUARY 2014

Closing Date: 27 FEBRUARY 2014

Notice No.: 15/2014

File No.: 5/3B

**MUNICIPAL MANAGER
IP MUTSHINYALI**