



**(EXTERNAL ADVERTISEMENT)**

**DIRECTORATE: STRATEGIC SUPPORT SERVICES**  
**DIVISION: INFORMATION & COMMUNICATION TECHNOLOGY**  
**SECTION: ICT ADMINISTRATION & SUPPORT**  
**LOCATION: WORCESTER**

**SENIOR IT ADMINISTRATOR (PERMANENT)**

**BASIC SALARY: R 339 303.67 – R 440 437.06 per annum [T11]**

**TOTAL COST TO COUNCIL: R 496 367 – R 626 752 per annum**

*(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)*

**Ref: SSS/ICT01/0625**

**Job Purpose:** To manage and control the ICT administration section to ensure effective ICT support to all internal departments of Breedee Valley Municipality in accordance with the relevant legislation, policies, standard operating procedures, and guidelines.

**Duties:**

- Ensure an efficient and well-coordinated ICT helpdesk.
- Managing and controlling all service and maintenance contracts for all IT systems.
- Establish and maintain relationships with outside IT vendors and support entities.
- Ensure effective & efficient management of projects from start to end.
- Liaise with the Senior Manager of ICT, Senior System Administrator, and Senior Network Administrator regarding equipment that requires maintenance.
- Compile a draft ICT budget and submit to Senior Manager ICT for review and approval.
- Ensure that subordinates' human resources needs are identified and attended to in order to supervise, support and monitor performance.
- Liaise with internal and external stakeholders.
- Provide input into the immediate, short-term, and long-term objectives, plans, and priorities of the ICT administration section, encompassing planning, research, development, and projects related to the function.
- Conduct research into best practices associated with the function and determine the appropriateness of specific policies and procedures for implementation.
- Evaluating and correcting deviations or non-compliance with safety and standard operating procedures and/or investigating, establishing and reporting causes of accidents and/or incidents.
- Ensure proper management and reporting of IT fleet of vehicles
- Ensure proper maintenance of IT office equipment and IT asset control.
- Ensure a safe working environment, to promote a healthy workforce and to ensure the safety of the community.

**Minimum Requirements:**

- Matric, Relevant Diploma (NQF Level 6) with Project Administration/Management and Computer Skills.
- Code B Driver's license
- Supervisory skills

- Strategic and discretionary skills
- Attention to detail
- Good interpersonal and communication skills
- Good negotiating skills
- Be able to work independently
- Good administration skills
- IT literate
- Good English/Xhosa/Afrikaans speaking
- Good understanding of the latest trends in the IT Industry
- Budgeting Knowledge.

**Experience:**

- 3 years relevant experience with a minimum of 2 years in Project Management/Administration.

**Competencies:** (For detail description of competencies, read competency level 1 from page 522 - 530 of the Competency Framework on our website / on this link- <https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/> )

**Functional/ Professional Competencies:** Managing work, Workplace safety, Task accountability, Quality control, Oral communication.

**Public Service Orientation Competencies:** Service delivery orientation, Interpersonal relationships, Communication.

**Personal Competencies:** Action orientation, Resilience, Accountability and ethical conduct, Learning orientation, Impact and influence, Team orientation

**PLEASE NOTE:** Please read the below conditions carefully, only those who comply with the conditions will be considered

1. No late applications will be considered.
2. The Municipality is an equal opportunity employer and as such will observe the requirements of the **Employment Equity Act** and its **EE plan**
3. **Note that BVM is using a Recruitment Portal which is an online portal.**
4. **Only online applications will be accepted.**
5. To apply in assured confidence, please do so online via the Link: <https://bvmjobs.mcidirecthire.com>
6. **When applying online: Please ensure that you fill in all required Fields.**
7. **Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications not older than 6 months, and covering letter.**
8. Any candidate appointed at the **Breede Valley Municipality** will sign an employment and performance agreement that will be subject to probation monitoring and performance monitoring in accordance with the Local Government: Municipal Staff Regulations.
9. Candidates will be subjected to Practical Assessment.
10. Successful candidate may be required to work Standby.
11. **For enquiries contact the Human Resources Office at 023 348 4961 or on email address: [jobs@bvm.gov.za](mailto:jobs@bvm.gov.za)**
12. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
13. Fraudulent qualifications documentation will immediately disqualify any applicant.
14. If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

All applications should reach us by **27 June 2025 at 13:00.**

**The Municipality reserves its right not to make an appointment.**