BREEDE VALLEY
MUNICIPALITY • MUNISIPALITEIT • UMASIPALA

(EXTERNAL ADVERTISEMENT)

DIRECTORATE: STRATEGIC SUPPORT SERVICES
DIVISION: INFORMATION AND COMMUNICATION TECHNOLOGY
SECTION: NETWORK ADMINISTRATION
LOCATION: WORCESTER

SENIOR NETWORK ADMINISTRATOR (PERMANENT)
SALARY: R 425 192.88 – R 551 910.34 per annum [T13]
TOTAL COST TO COUNCIL: R 604 459 – R 767 826 per annum
(Inclusive of Municipal benefits: Group Life Scheme, Pension Fund etc.)
Ref: SSS/ICT01/0924

Job Purpose: Responsible for ensuring the effective functioning and security of all Municipal's Networks and ensuring that all Communication Networks reach the desired service delivery targets to the municipality's user community.

Duties: ● Maintain computing environmental by identifying network requirements and monitor work performance. Ensure efficient connectivity between all elements of the network • Responsible for all Breede Valley Municipality network planning, administration and operations activities • Analyse system or application usage and plans for growth or increases in network capacity Compile and delegate network related tasks to subordinates and manage outputs to ensure completion of tasks • Administer and Manage the Anti-Virus Server. Research and report on the latest Communication Technology trends. Record details of all devices in the Council's network system to maintain accurate inventory records. Empower users to function independently • Install and set up software programs to enable users to perform their daily tasks • Remove software which is not required or illegal. • Set-up/ configure software to function correctly • Upgrade software to improve performance of equipment • Plan routes of network cables to determine material and equipment to be used • Install network cables to connect workstations to network • Test network cables for faults to eliminate malfunctioning of parts of the network • Setting up connectivity devices i.e. switches, hubs, wall boxes, Patch panels, radio equipment etc. to add new network segments or improve performance of network • Find faults in network to ensure an effective service to the consumer/ user • Facilitate the smooth running of the IT operations.

Minimum Requirements:
- National Diploma IT (NQF 6).
- 5-8 year's relevant experience required of which 2 years must be at senior level.
- Code B Driver`s licence.
- Proficient in at least two (2) of the three (3) languages in the Western Cape.

Preferred candidates are expected to possess working knowledge of the following system VMWare, CCNA, Security, MCSE, A+ or Network+, Security+, Linux, Working knowledge of IP Telephony.

Competencies: (*For detail description of competencies, read competency level 3 from page 52/770 of the Competency Framework on our website / on this link-* https://bvm.gov.za/download/municipal-staff-regulations-competency-framework/ *)*

Core Professional Competencies: Written Communication, Oral Communication, Attention to Detail, Influencing, Ethics and Professionalism, Organisational Awareness, Problem Solving, Planning and Organising.
Functional Competencies: Business Processes, Use of Technology, Data Processing and Analysis.
Public Service Orientation: Interpersonal Relationships, Communication, Service Delivery Orientation, Client Orientation and Customer Focus.
Personal Competencies: Action Orientation, Resilience, Change Readiness, Cognitive Ability, Learning Orientation
Management and Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

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 new 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, 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. **For enquiries contact the Human Resources Office at 023 348 4961** or on email address: **jobs@bvm.gov.za**
10. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
11. Fraudulent qualifications documentation will immediately disqualify any applicant.
12. 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 **20 September 2024 at 13:00.**

The Municipality reserves its right not to make an appointment.