



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

IT ADMINISTRATOR (PERMANENT)
SALARY: R 303 504.84-R393 967.97 pa. [T11] Ref: SSS/ICT01/082022

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

Duties: Ensure that the Section is positioned to accomplish the critical requirements related to the ICT Administration Section and its responsibilities. Ensure contractual terms and conditions entered into, and agreed to, are complied with and specific responsibilities discharged accordingly without any risk to the Council. To ensure effective & efficient management of projects from start to end. Ensure an efficient and well-coordinated ICT helpdesk. To ensure that all service and maintenance are functioning optimally and properly. Monitor that vehicle running sheets are completed correctly. To curb possible vehicle misuse and ensure that running costs are allocated correctly. To meet the Software, Hardware or ICT Services needs of users on the network. 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. Engage with system service provider on system challenges as and when required. Coordinate overall Section's Asset management, as per appointed Asset Champion. Monitor list all the redundant equipment with estimated replacement costs. To ensure proper maintenance of office equipment and asset control. Ensure a safe working environment, to promote a healthy workforce and to ensure the safety of the subordinates.

Requirements: Matric, Relevant Diploma (NQF Level 6), 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.

PLEASE NOTE:

1. Please read the conditions carefully, only those who comply with the conditions 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. To apply in assured confidence, please do so on the e-mail address: jobs@bvm.gov.za.
4. **When applying please ensure that you submit/attach the compulsory and fully completed BVM application form which can be downloaded from the municipal website at <https://bvm.gov.za/download/2022-application-form-for-employment-msr/>. Non completion of the BVM application form will automatically disqualify your application. Also attach an updated CV (Including details of at least 3 contactable WORK REFERENCES and the relevant numbers), certified copies of qualifications, covering letter and driver's licence.**
5. 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.

6. **For enquiries contact the Human Resources Office at 023 348 4961 or on email address: ssatarein@bvm.gov.za and mntukulo@bvm.gov.za .**

All applications should reach us by **09 September 2022 at 13:00**

Please note that:

- No late applications will be considered.
- **Only e-mailed applications will be accepted.**
- If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.
- Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification.
- Fraudulent qualifications documentation will immediately disqualify any applicant.

The Municipality reserves its right not to make an appointment.

COMPETENCIES REQUIRED

Core Professional Competencies

- Be able to design, use and receipt all communication documents.
- In-depth knowledge of municipality's goals, functional directorates, legislation, policies and procedures.
- Understands stakeholder decision making structures and processes and designs consultation forums accordingly.
- Sets short term and longer-term project plans and cascades it to the work team and individual performance objectives.
- Reviews progress and shares information and gets feedback on results from those directly involved.
- Collects and analyses information from relevant sources to understand the issues and positions of all parties to the negotiation.
- Effectively and appropriately advocates positions orally within municipality as per the generally accepted information systems and technology practice.
- Assists with preparing and reviewing of Pre-reading and training material, policies, and guidelines.

Functional Competencies

- Takes overall responsibility for compliance with regulations, standards and codes of good practice.
- Provides advice and assistance in any area associated information systems and their environment.
- Ensures protection of systems and information in storage, processing or transit (assurance of information).
- Able to complete enterprise and systems architecture.
- Manage change and assistance with implementation.
- Designs data conversion.
- Investigates and resolves problems users are experiencing with hardware or software.
- Able to complete porting/software.
- Provides advice and training to users about network functionality.

Public Service Orientation Competencies

- Relates to people at all levels of the organization.
- Organises and presents own perspective in logical manner.
- Professional in interaction with the public and stakeholders.

Personal Competencies

- Demonstrates competencies from level 1; Drive to meet deadlines; and Initiates contact with others.
- Demonstrates logical, consequential thinking.
- Understands own strengths and weaknesses and takes action to close knowledge / skills gap.

Management Competencies

- Commands respect from peers and managers.
- Shows initiative and confidence in dealing with others.
- Sets out work for others in a well-planned and organised manner.
- Diagnoses performance issues and determines appropriate developmental intervention to suit the individuals learning style.