



Office of the Municipal Manager

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## **MANDENI LOCAL MUNICIPALITY INTERNAL/ EXTERNAL VACANCY**

The Mandeni Municipality, affirmative action, and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

**DEPARTMENT : CORPORATE SERVICES**  
**POSITION : INFORMATION TECHNOLOGY NETWORK ADMINISTRATOR**

**TASK GRADE : T 11**

**(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)**

**SALARY NOTCH : R 250 843 per annum**

**SALARY SCALE : (R 250 843 pa – R 325 606 pa)**

**CLOSING DATE : FRIDAY, 19 JUNE 2020 @ 12:00 PM**

**REF NO : PN 25/2020**

### **MINIMUM REQUIREMENTS:**

- Diploma in Information Technology.
- A+ , N+ ,or S+ Certification.
- 2-3 years' experience in Information Technology Network or Technical Support
- Local Government experience will serve as an added advantage
- Valid Code B Driving License

### **SKILLS**

- Good communication and presentation skills
- Working knowledge of networking and server operating system architecture
- Experience in Windows Server, Cisco routers and switches.
- Experience in working with Active Directory

### **DUTIES**

- Co-ordinates the planning, prioritization, and execution of requirements associated with the provision of Network Technical Support

Executive Committee

Cllr TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr LB Magwaza (Speaker) Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. NF Ntuli | Cllr. LR Mdlatshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



- Co-ordinates specific sequences associated troubleshooting and problem-solving application problems and installs servers
- Controls Network troubleshooting / problem-solving applications and user change management requests.
- Administer, manage and maintain effective networks, applications, software and platform in a virus-free, secure and reliable environment.
- Establish a safe impenetrable virus-free and trustworthy regional network and PC basic
- Provide administratively. maintenance and support for the entire Municipality.
- Ensure effective functioning of essential LAN, WAN and Wireless Network connected devices through effective management and monitoring.
- Ensure secure Data Transfer as per the ICT Security Policies.
- Provide and deliver economic and effective ICT Infrastructure to support ICT Services that align with the ICT Strategic Plan.
- Ensure timely recovery in case of disaster or hardware and software failure
- Ensure the network availability and security of data and information technology services.

#### **BENEFITS:**

The pension fund, medical aid, attractive leave conditions, and 13<sup>th</sup> cheque, and subject to certain conditions, a housing subsidy.


#### **DIRECTIONS TO CANDIDATES:**

Inquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to Human Resources, via email: [recruitment@mandeni.gov.za](mailto:recruitment@mandeni.gov.za).** If you do not hear from us within 30 days of the closing date consider your application as unsuccessful. Application forms



are available on the Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) or at any Municipal building.

**NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply.**

  
**SG KHUZWAYO**  
**MUNICIPAL MANAGER**  
**DATE: 28/05/2020**