



Office of the Municipal Manager

Tel 032 456 8200  
Fax 032 456 2504 / 086 568 9741  
Email [ceo@mandeni.gov.za](mailto:ceo@mandeni.gov.za)

2 Kingfisher Road, Mandeni, KwaZulu Natal, 4490, South Africa  
PO Box 144, Mandeni, 4490

[www.mandeni.gov.za](http://www.mandeni.gov.za)

## **MANDENI LOCAL MUNICIPALITY 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 : MANAGER: INFORMATION & COMMUNICATION  
TECHNOLOGY (ICT)**

**TASK GRADE : T 16**

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

**SALARY NOTCH : R 517 755 per annum**

**SALARY SCALE : (R 517 755 pa – R 672 066 pa)**

**CLOSING DATE : FRIDAY, 11 SEPTEMBER 2020 @ 12:00 PM**

**REF NO : PN 55/2020**

### **MINIMUM REQUIREMENTS:**

- Degree or BTech in Information Technology or Equivalent qualification
- 3 years experience in Information Technology Environment of which 2 years must be at supervisory level in local government
- Valid drivers licence

### **KNOWLEDGE, SKILLS & COMPETENCIES:**

- Excellent knowledge of technical management, information analysis and of computer hardware/software systems.
- Expertise in data centre management and data IT governance
- Municipal Management Experience will be an added advantage
- Analytical and problem solving skills.
- Strong technical skills.
- The ability to work well under pressure.
- Interpersonal and communication skills.
- Management and leadership skills

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



## **DUTIES:**

- Identifies and defines the immediate, short and long term objectives/ plans in respect of maintaining synergy between the Departments strategic Intent and outputs of the Information Technology and Records Management Section.
- Directs and controls outcomes associated with utilization , productivity and performance of personnel within the key functional areas.
- Prepare capital and operating estimates and budget and controls expenditure against the approved budget allocation.
- Develops or reviews functional policies and defines and implements procedures, systems and control to regulate actions and risk and comply with good governance standards.
- Manages the formulation of specific contracts and tenderdocuments and controls contractual obligations
- Directs processes associated with the Implementation of new installation, upgrades and integration between platforms and the determination of measures to maintain data integrity.
- Manages and controls the produceres, system and applications associated with the Networks and Telecommunication Branch (voice, data, video communication, wide area networks, satellite, wireless, ISDN, etc).
- Manages the Customer Services operations based on the objective of providing a quality, professional and cost-effective service inclusive of Desktop Management, Service Desk, Messaging and Collaboration, Mobile Device Management and, Imaging and Printing Management.
- Manages the implementation of an organization wide system for the management of a diverse range of records
- Disseminate functional and professional information on the Immediate, short and long term objectives and current developments, problems and constraints.
- Manages the administrative and reporting requirements associated with the key performance and result indicators of the Section.



**BENEFITS:**

All standard Municipal Fringe benefits which inter-alia includes a Housing Subsidy, Medical Aid, Transport Allowance, Cellphone allowance and Pension fund would be applicable to the above post.

**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: 29/08/2020**