



**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 : SYSTEMS AND WEB ADMINISTRATOR
TASK GRADE : T 11

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

SALARY NOTCH : R 266 521 per annum
SALARY SCALE : (R 266 521 pa – R 345 957 pa)
CLOSING DATE : WEDNESDAY, 18 AUGUST 2021 @ 14:00 PM
REF NO : PN 61/2021

MINIMUM REQUIREMENTS:

- Diploma in Information Technology
- MCSA (Microsoft Certified Systems Associate) professional certificate/ S+ will be an added advantage
- 2-3 years' experience in Information Technology Technical and System Support, of which at least 1 year must be at local government
- Valid Driving License

KNOWLEDGE & SKILLS:

- Good communication and presentation skills
- Knowledge of relevant legislations and local government processes
- Knowledge of SQL databases
- Knowledge of Web development and management.
- Knowledge of Pastel, Payday, and Debt pack Systems or any ERP System.
- Knowledge of Auditing Controls Advantageous

DUTIES:

- Co-ordinates administration requirements in respect of the software and operating system of user computer.
- Co-ordinates applications associated with provision of a Web Administration service.
- Disseminates information related to specific key performance areas of functionality.

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



- Prepares system functionality and performance reports and attends to correspondence.
- Interact with the relevant departments for approval of user access levels to certain applications
- Setting up parameters (password controls and user access levels to certain applications
- Attend to configuration and setup of administrator rights to specific software applications.
- Manage system stability and operation.
- Operation and manage security and scalability on server environment.
- Design and develop solutions to complex systems problems
- System administration issues.
- Administering internet, Intranet infrastructure and mail servers
- Setting up monitoring tools and analyse user activity on Internet
- Testing performance and capability of new software
- Update/upload content to municipal website.

BENEFITS:

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

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Manager: Human Resource and Council Support; tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.** 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 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: 03/08/2021