



UMDONI MUNICIPALITY

THE J.E.W.E.L OF THE SOUTH COAST

MUNICIPAL NOTICE: 339/2024

MANAGER: ICT

PERMANENT POSITION

Applications are invited from suitably qualified and or experienced persons for the above – mentioned position.

Requirements:

- The applicant must have a recognized Bachelor's Degree (NQF level 7) or National Diploma in the field of Computer Science (Related certifications in servers, networks, storage and databases will be an added advantage)
- 4 to 5 years of relevant experience
- Valid Code B Driver's License
- **Skills:** Computer literacy
- Good supervisory skills
- Project management skills
- Good planning & organizing skills
- Report writing skills
- **Knowledge** of network infrastructure and networks security.

Duties:

- To design and implement short term and long term strategic plans
- Develop ICT frameworks and IT strategies
- Develop, implement and maintain ICT policies and procedures
- Present a conceptual framework of current and future interventions
- Analyse and align requirements with operating capacity and capacity of the section
- Develop, evaluate and review risk related policies associated with access level, confidentiality, availability and integrity of information
- Align current procedures to satisfy legislative requirements
- Interpret and analyse audit findings and investigational reports
- Ensure information availability, confidentiality and integrity through ICT systems
- Evaluate ICT section's performance against budget and address deviations / variations with appropriate personnel
- Ensure ICT projects are completed within budget and on time
- Supervise staff within the ICT section
- Conduct feasibility studies for various upgrade projects
- Monitor and evaluate telephone and Voip performance
- Manage or ICT related assets, including maintenance of component inventory and related documentation
- Evaluate user support structures
- Develop ICT project tracking and variance reports
- Coordinate the set-up and implementation of Forums to serve as avenue to facilitate functional information
- Prepare proposals and monthly reports to HOD
- Provide network security to the municipality

Salary: The incumbent will be remunerated at a post Level 01 of Category 2 of a Local Municipality **R364 144.48** subject to job evaluation plus standard municipal benefits.

Applicants must forward a comprehensive Curriculum Vitae and certified copies of qualifications together with a covering letter in an envelope marked "Private and Confidential" to: The Human Resources Office, PO Box 19, Scottburgh, 4180 by no later than **10 January 2025**. Alternatively applications may be hand delivered to the Scottburgh Municipal Offices. **No Faxed or Emailed Applications will be accepted.** Applicants who have not been contacted within 3 months from the closing date should consider their application to have been unsuccessful.

UMDONI MUNICIPALITY IS COMMITTED TO EMPLOYMENT EQUITY.

Council reserves the right not to make an appointment.

We thank all applicants for their interest. Communication will be with short listed candidates only.

Municipal Offices

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Scottburgh

4180

Ph: (039) 976 1202

MR NG KUMALO

ACTING MUNICIPAL MANAGER