

MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment, invites persons to apply for the undermentioned vacancy

MANAGER: **INFORMATION & COMMUNICATIONS TECHNOLOGY** **(CORPORATE SERVICES)** **MOSSEL BAY** **PERMANENT APPOINTMENT**

ESSENTIAL REQUIREMENTS

(Relevant proof / documentation and relevant completed application form must accompany application. No late submissions will be accepted)

- Relevant professional ICT qualification (NQF Level 7) in Information Technology, Commerce, Computer Science, or related field
- Minimum of 8 years' relevant post-qualifying experience covering all aspects of the Information and Technology function of which at least 3 years should be at management level
- Valid Code B driver's license
- **Proof of own sedan vehicle daily available for official duties**
- Proficient in at least 2 of the 3 official languages of the Western Cape
- Completed Minimum Competency Level training or willingness to complete the training within 18 months
- Required to work overtime and/or attend meetings after normal working hours

PREFERRED REQUIREMENTS

- Relevant NQF Level 8 qualification
- Knowledge of the Municipal Systems Act, 2 of 2000, Local Government infrastructure, Municipal systems and procedures, project management and budgeting

COMPETENCIES REQUIRED

• Business communication • Organisational awareness • Consulting • Planning and organising • Monitoring and control • Negotiation • Oral communication • Written communication • Information strategy • Advice and guidance • Business planning • Technical Strategy and Planning • Change management • Data conversion • Operations • Installation and integration • Interpersonal relationships • Communication • Service delivery orientation • Action and outcome orientation • Resilience • Cognitive ability • Learning orientation • Impact and influence • Team orientation • Direction setting • Coaching and mentoring

KEY PERFORMANCE AREAS

- Manage, plan and coordinate the Municipality's network services
- Determine resources necessary to perform scope of work
- Plan and monitor the budget for ICT projects
- Establish/implement policies and strategies to manage the ICT function
- Maintain and control the Municipality's information and communication technology systems and resources
- Ensure the compliance, availability and security of the Municipality's data and services
- Coordinate and facilitate consultation with stakeholders to define business and system requirements for new technology implementations
- Provide support and advice to other departments and Management regarding ICT related functions

- Ensure that the maintenance of systems and equipment is carried out according to Policy
- Provide reports to Management regarding ICT
- Ensure that information is stored correctly, backups are made and that procedures to protect the integrity of data are adhered to
- Ensure protection of the ICT network and that securities are in place for any contingency management approach
- Coordinate and control personnel performance, productivity and discipline
- Participate in the annual Auditor-General, Risk Management and Internal Audit processes
- Ensure an effective, efficient and economic ICT division that delivers to Council's mandate

SALARY SCALE: All-inclusive total package of ± R1 182 567,06 – R1 478 787,92 per annum. Benefits eg medical aid scheme, pension fund, group life scheme, 13th cheque included.

BASIC SALARY: R769 075,68 – R998 350,68 per annum (T17)

CLOSING DATE: 15 MARCH 2024
(No applications received after 13h00 will be accepted)

GENERAL:

- Application forms are available on the Municipal website (www.mosselbay.gov.za) or electronically available from the contact persons mentioned hereunder.
- **Applications completed on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, may be hand-delivered to the Mossel Bay Municipality HR department (Old Power Station Building, Santos Beach, Mossel Bay). **For posts advertised internally and/or locally (within the boundaries of the Mossel Bay Municipality), only hardcopy applications will be accepted.** Electronic applications accompanied by the official application form and a comprehensive CV (preferably as one combined PDF document) may be e-mailed to admin@mosselbay.gov.za in the event that the advert does not specify that only hardcopy applications will be accepted. These conditions are compulsory and failing to comply will automatically lead to disqualification of the applicant.
- Note that the relevant official application form must be completed in full. Failure to submit such completed application form and/or attach certified copies and other required documentation will lead to immediate disqualification.
- Original certified copies (not older than 6 months) of proof of qualifications and other required documentation must accompany the CV and application form.
- Candidates who qualify for pre-screening may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- Candidates qualifying for pre-screening (practical assessments) who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- Further details are obtainable from Ms N De Wet/Ms F Mpondo/Ms C Daniels at telephone number (044) - 6065000.
- If applicants are not contacted within 3 months of the closing date, it can be accepted that they were not successful.
- **The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons, and therefore encourage persons from these groups to apply.**
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect until a written offer has been made by the Municipality to, and accepted by, the applicant.***

MR. C PUREN
MUNICIPAL MANAGER

MOSSELBAAI MUNISIPALITEIT
Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheidsindiensneming nooi
persone om vir die ondergemelde vakature aansoek te doen

BESTUURDER:
INLIGTING & KOMMUNIKASIE TEGNOLOGIE
(KORPORATIEWE DIENSTE)
MOSSELBAAI
PERMANENTE AANSTELLING

NOODSAAKLIKE VEREISTES

(Verwante bewys / dokumentasie en verwante voltooide aansoekvorm moet aansoek vergesel. Geen laat indienings sal aanvaar word nie)

- Verwante professionele IKT kwalifikasie (NKR Vlak 7) in Inligtingstegnologie, Handel, Rekenaarwetenskap of verwante veld
- Minimum van 8 jaar verwante na-kwalifisering ondervinding wat alle aspekte van die Inligting en Tegnologie funksie dek waarvan minstens 3 jaar op bestuursvlak moet wees
- Geldige Kode B Bestuurderslisensie
- **Bewys van eie sedan voertuig daagliks beskikbaar vir amptelike pligte**
- Vlot in ten minste 2 van die 3 amptelike tale van die Wes-Kaap
- Voltooide Minimum Bevoegdheidsvlakopleiding of bereidwilligheid om die opleiding binne 18 maande te voltooi
- Vereiste om oortyd te werk en/of vergaderings by te woon na normale werksure

VOORKEURVEREISTES

- Verwante NKR Vlak 8 kwalifikasie
- Kennis van die Munisipale Stelsels Wet, 2 van 2000, Plaaslike Regering infrastruktuur, munisipale stelsels en prosedures, projekbestuur en begroting

VEREISTE BEVOEGDHEDE

• Besigheidskommunikasie • Organisasoriese bewustheid • Konsultasie • Beplanning en organisering • Monitor en beheer • Onderhandeling • Mondelinge kommunikasie • Geskrewe kommunikasie • Inligtingstrategie • Advies en leiding • Besigheidsbeplanning • Tegnieese Strategie en Beplanning • Veranderingsbestuur • Data omskakeling • Operasioneel • Installasie en integrasie • Interpersoonlike verhoudings • Kommunikasie • Diensleweringsoorientasie • Aksie en uitkoms-orientasie • Veerkragtigheid • Kognitiewe vermoë • Leerorientasie • Impak en beïnvloeding • Span-orientasie • Rigtingstelling • Opleiding en mentorskap

SLEUTEL PRESTASIEAREAS

- Bestuur, beplan en koördineer die Munisipaliteit se netwerkdienste
- Bepaal hulpbronne nodig om omvang van werk uit te voer
- Beplan en monitor die begroting vir IKT projekte
- Vestig /implementeer beleide en strategië om die IKT funksie te bestuur
- Instandhouding en beheer van die Munisipaliteit se inligting- en kommunikasie tegnologiestelsels en hulpbronne
- Verseker voldoening, beskikbaarheid en sekuriteit van die Munisipaliteit se data en dienste
- Koördineer en fasiliteer konsultasie met belanghebbendes om besigheid- en stelselvereistes vir nuwe tegnologieimplementerings te definieer
- Ondersteuning en advies aan ander departemente en Bestuur rakende IKT verwante funksies

- Verseker dat die instandhouding van stelsels en toerusting volgens beleid uitgevoer word
- Voorsien verslae aan Bestuur met betrekking tot IKT
- Verseker dat inligting korrek gestoor word, ondersteuning gedoen word en dat prosedures om die integriteit van data te beskerm, aan voldoen word
- Verseker beskerming van die IKT netwerk en dat sekuriteit in plek is vir enige gebeurlikheidsbestuursbenadering
- Koördineer en beheer personeelprestasie, produktiwiteit en dissipline
- Deelname in die jaarlikse Ouditeur-Generaal, Risikobestuur en Interne Oudit prosesse
- Verseker 'n effektiewe, doeltreffende en ekonomiese IKT afdeling wat aan die Raad se mandaat voldoen

SALARISSKAAL: Alles-insluitende totale pakket van ± R1 182 567,06 – R1 478 787,92 per jaar. Voordele bv. mediesefondsskema, pensioenfonds, groeplewensskema, 13^{de} tjem ingesluit.

BASIESE SALARIS: R769 075,68 – R998 350,68 per jaar (T17)

SLUITINGSDATUM: 15 MAART 2024
(Aansoeke ontvang na 13h00 sal nie aanvaar word nie)

ALGEMEEN:

- Aansoekvorms is beskikbaar op die Munisipale web-tuiste (www.mosselbay.gov.za) of elektronies van die kontakpersone hieronder genoem..
- **Voltooide aansoeke op die amptelike aansoekvorm vergesel deur 'n omvattende CV** wat as vertroulik beskou sal word, kan per hand afgelewer word aan die Mosselbaai Munisipaliteit MH Afdeling (Ou Kragstasiegebou, Santos Strand, Mosselbaai). **Vir interne geadverteerde en/of plaaslike poste (binne die grense van die Mosselbaai Munisipaliteit), sal slegs per hand afgelewerde aansoeke aanvaar word.** Elektroniese aansoeke vergesel deur die amptelike aansoekvorm en 'n omvattende CV (verkielik as een gekombineerde PDF dokument) kan per e-pos gestuur word aan admin@mosselbay.gov.za in die geval dat die advertensie nie spesifiseer dat slegs hardekopie aansoeke aanvaar word nie. Hierdie voorwaardes is verpligtend en **versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.**
- Neem kennis dat die verwante amptelike aansoekvorm volledig voltooi moet wees. Versuim om die volledige voltooide aansoekvorm en/of gesertifiseerde afskrifte en ander vereiste dokumentasie aan te heg tot onmiddellike diskwalifikasie sal lei.
- Oorspronklike gesertifiseerde afskrifte (nie ouer as 6 maande nie) van bewys van kwalifikasies en ander vereiste dokumentasie moet die CV en aansoekvorm vergesel.
- Kandidate wie vir voorafkeuring kwalifiseer mag onderworpe wees en van vereis word om 'n teoretiese toets en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- Kandidate wat vir voorafkeuring kwalifiseer (praktiese assesserings) wie elektronies aansoek gedoen het, moet die **oorspronklike** gesertifiseerde afskrifte van kwalifikasies en ander vereiste dokumentasie voor of op die datum van die praktiese toets voorsien.
- Verdere besonderhede is verkrygbaar by Me N de Wet /Me F Mpondo/Me C Daniels by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 3 maande na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- **Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Gelyke Indiensneming, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone en moedig dus persone van hierdie groepe aan om aansoek te doen.**
- **Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.**

MNR. C PUREN
MUNISIPALE BESTUURDER

UMASIPALA WASE MOSSEL BHAYI

UMasipala wase Mossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulinganayo, umema abantu ukuba benze isicelo sesi sithuba sichazwe apha ngezantsi

UMPHATHI: **ULWAZI KUNYE NONXIBELELWANO NGOBUCHWEPHESHE** **(IINKONZO EZIDITYANISIWEYO)** **E-MOSSEL BHAYI** **INGQESHO ESISIGXINA**

IIMFUNO EZIPHAMBILI / EZINGUNDOQO

(Ubungqina obuchaphazelekayo okanye obufanelekileyo/ amaxwebhu kunye nefomu yokwenza isicelo egcwalisiweyo kufuneka zihambe nesicelo sakho.

Izicelo ezingeniswe emva kwexesha aziyi kwamkelwa)

- Isiqu semfundo esifanelekileyo se ICT (NQF iSigaba 7) kuLwazi ngoBuchwepheshe, uRhwebo, iNzululwazi ngeKhompyutha, okanye inqanaba lemfundo elingqamene noku
- Ubuncinane amava eminyaka esi-8 angqamene okanye aquka ulwazi lwawo onke amabakala abandakanyeka kwesi sithuba soLwazi kunye noBuchwepheshe apho iminyaka emi-3 yayo kufuneka ibe ibikwinqanaba lolawulo
- limpepha-mvume zokuqhuba zeSigaba B
- **Ubungqina besithuthi esisesakho okanye ubungqina bokufikelela kwisithuthi sabucala khon'ukuze kwazi ukwenza imisebenzi**
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ube ulugqibile uqeqesho olusisiseko kuGqibelelo olukuMyinge oSisiseko okanye ube uzimisele ukulugqiba olo qeqesho phakathi kwesithuba seenyanga ezili-18
- Kulindeleke ukuba usebenze ixesha elongezelelweyo kunye/okanye uye kwiintlanganiso emva kweeyure zesiqhelo zomsebenzi.

IIMFUNO EZIKHETHEKILEYO

- Isiqu semfundo esichaphazelekayo seSigaba sika NQF 8
- Ulwazi loMthetho weeNkqubo 2 ka 2000, kwiZiseko zikaRhulumente waseMakhaya, linkqubo zikaMasipala, uLawulo lweeProjekthi kunye noHlahlo-Lwabiwo-Mali

UGQIBELELO OLUYIMFUNO

*Unxibelelwano lwezoshishino *Ulwazi ngoququzelelo * Uqhagamshelwano * Ucwangciso noququzelelo * Uphononongo noLawulo * Uthetha-thethwano * Unxibelelwano ngentetho * Unxibelelwano ngembalelwano * Ulungiselelo Lolwazi *Ingcebiso neSikhokelo * Ushishino kunye noCwangciso lwe IS&T *Ucwangciso lwendlela enoBugcisa *Ulawulo lotshintsho loshishino * Ukuguqulwa kweeNgcombolo * linkqubo zokusebenza * Ufakelo kunye nokudityaniswa *Ubudlelwane noluntu ngaphakathi engqeshweni * Unxibelelwano * Ukuhanjiswa kweenkonzo *Intshukumoi noqhelwaniso neziphumo * Ukumelana neemeko ezithile * Ubuganga bokuqwalasela nzulu * Uqhelwaniso nokufunda * Impembelelo nefuthe * Uqhelwaniso neqela * Ummiselo lwesimo *Ukuqeqesha nokufundisa.

IINDIMA EZIPHAMBILI ZOMSEBENZI

- Ukuphatha, ukucwangcisa kunye nokulungelelanisa iinkonzo zothungelwano zeBhunga
- Ukumisela imithombo eyimfuneko ekwenzeni umthamo womsebenzi
- Ukucwangcisa nokuphonononga uhlahlo-lwabiwo-mali ngakwiiprojekthi ze ICT
- Ukumisela/ukufezekisa imigaqo-nkqubo kunye nolungiselelo ekulawuleni imisebenzi ye ICT

- Ukugcina nokulawula ulwazi kunye nonxibelelwano lobuchwepheshe lukaMasipala kunye nemithombo
- Ukuqinisekisa ukuthotyelwa, ukufumaneka kwanokhuseleko lweengcombolo zikaMasipala kunye neenkonziso
- Ukulungelelanisa kwanokuququzelela uqhagamshelwano kunye nabo babandakanyekayo ekucaciseni iifundo kunye neenkqubo zoshishino ekufezekisweni kobuchwepheshe obutsha
- Ukunikezela inkxaso kunye nengcebiso kwamanye amacandelo nakulawulo malunga nemisebenzi engqamene ne ICT
- Ukuqinisekisa ukuba ukugcinwa kweenkqubo kunye nezixhobo kwenziwa ngokungqamene noMgaqo-nkqubo
- Ukunikezela iingxelo kulawulo malunga ne ICT
- Ukuqinisekisa ukuba ulwazi lugcinwa ngendlela echanekileyo, kwenziwa noovimba balo kwaye neenkqubo zokukhusela isidima solwazi ziyathotyelwa
- Ukuqinisekisa ukukhuselwa kothungelwano lwe ICT kwaye nokhuseleko lucwangciswa ngendlela enokumelana nawuphina unobangela wonxunguphalo onokuvela
- Ukulungelelanisa kwanokulawula indlela yokusebenza kwabaqeshwa, imveliso kunye nesimilo
- Ukuthabatha inxaxheba kuvavanyo lonyaka olwenziwa nguMphicothi-Jikelele kunye noLawulo loMngcipheko olwenziwa ngaphakathi
- Ukuqinisekisa ukuba icandelo eli lifezekile, ligqibelele kwaye linoqoqosho olufanelekileyo ekuhambiseni iinkonzo kunye nesigunyaziso seBhunga.

UMLINGANISELO WOMVUZU: Umgodlo uwonke omalunga ne ±R1 182 567.06 – R1 478 787.92 ngonyaka. Izibonelelo ezifana Noncedo Lonyango, Umhlala-phantsi, i-Inshorensi yoMqeshi, Intlawulo ye-13 i(Bhonasi) zibandakanyiwe apha

UMVUZU OSISISEKO: R769 075.68 – R998 350.68 ngonyaka (T17)

UMHLA WOKUVALA: 15 MARCH 2024
(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)

GABALALA:

- lifomu zokwenza isicelo ziyafumaneka kwikhasi lothungelwano likaMasipala apha (www.mosselbay.gov.za) okanye ngendlela yobuchwepheshe kubantu boqhagamshelo abachazwe apha gezantsi.
- **Izicelo ezenziwe ngendlela ebhaliweyo kwifomu esesikweni nekhathshwa yiCV**, neyakuthatyathwa njengeyimfihlo, zingangeniswa ngesandla kwicandelo leNgqesho likaMasipala (HR) (kwisakhiwo esidala seSitishi Sombane, eSantos Beach, eMossel Bhayi). **Kwizicelo ezipapashwe ngaphakathi okanye kwalapha ekuhlaleni (phakathi kwemida kaMasipala wase Mossel Bhayi), kuphela zizicelo ezingeniswe ngesandla eziyakwamkelwa.** Izicelo ezenziwe ngoBuchwepheshe ezikhathshwa yifomu esesikweni kunye neCV (ngokukhethekileyo zibe luxwebhu olunye oluyi PDF) zingathunyelwa ngeimeyile apha: admin@mosselbay.gov.za **kwiimeko apho isithuba singacacisanga khona ukuba ziiikopi zoqobo kuphela eziyakwamkelwa xa kungeniswa izicelo** .Le miqathango isisinyanzelo kwaye ukuba uye wasilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo somenzi-sicelo.
- Qwalasela ukuba le fomu isesikweni kufuneka igcwaliswe ngokupheleleyo. Ukungangenisi le fomu ichaziweyo okanye ungancamathiselii ikopi eziqinisekisiweyo kunye namaxwebhu ayimfuneko, kuya kukhokelela ekukhatyweni kwesicelo sakho.
- Iikopi zoqobo eziqinisekisiweyo (ezingadlulanga kwiinyanga ezi-6 ziqinisekisiweyo) okanye ubungqina beziqoqo zemfundo kufuneka zihambe ne CV kunye nefomu yokwenza isicelo.
- Abagqatswa abafanelekileyo ukuba bafakwe phantsi kwenkqubo yovavanyo basenokulindeleka ukuba benze uvavanyo ngentetho okanye uvavanyo olwenziwa ngezandla, kubandakanya uvavanyo lwezakhono zokuqhuba.
- Abagqatswa abathe baphumelela ukuba benziwe uvavanyo (uvavanyo lwezandla) abathe benza izicelo ngobuchwepheshe kufuneka bangenise iikopi **zoqobo** eziqinisekisiweyo zeziqoqo zemfundo kunye namanye amaxwebhu ayimfuneko, kufuneka zonke ezi zingeniswe phambi komhla wovavanyo lokwenza ngezandla.
- Iingcombolo ezithe vetshe ziyafumaneka ku Nkskz N De Wet okanye uNKSZ F Mpondo kule nombolo yomnxeba (044) – 6065000.

- Ukuba abenzi-zicelo abakhange baqhagamshelwe kwisithuba esiphakathi kweenyanga ezi-3 ukusukela kumhla wokuvala, bangathabatha ukuba izicelo zabo aziphumelelanga.
- **UMasipala wase Mossel Bhayi uzibophelele ekuthobeleni iimfuno zoMthetho weNgqesho Ngokulinganayo, Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile kunye nabakhubazekileyo.**

**MNU C PUREN
UMPHATHI KAMASIPALA**