



WEST COAST DISTRICT MUNICIPALITY

West Coast District Municipality strives towards rendering a dynamic and effective service to the community under its jurisdiction. As an Employment Equity employer, we currently offer this vacancy to appropriately qualified and experienced individuals.

DEPARTMENT: FINANCIAL SERVICES

DIVISION: INCOME, EXPENDITURE & ICT

SENIOR NETWORK ADMINISTRATOR (1 POST)

Centres & Ref. No:	Moorreesburg (1) FS 24
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Qualifications : National Diploma relevant to Information Technology (NQF6) / Relevant professional ICT qualifications with Mouse/ A+/n+ course

Knowledge, skills and competence in the following programmes will be an advantage:

- Linux (Beginner/Intermediate/Advanced)
- Municipal Financial system (e.g. Samras/Payroll/VIP)
- Linux Administration System Course
- Samras MSCOA Web-Systems Administration Course

Experience : 5 - 8 years' relevant experience

Requirements : • Code B drivers license • Supervisory and Reporting skills • Planning and Organizing skills
• Be able to work independently • Attention to detail • Negotiating skills • Good interpersonal
And communication skills • Ability to communicate in two of the three official languages of the Western Cape • Adhere to deadlines and work under extreme pressure.

Salary : R 377 555.00 – R 490 097.00 per annum (TASK grading 12)

Probation Period : 3 Months **Closing Date: Friday_12 July 2024 at 14h00**

Job Purpose : Manages, plans, directs and coordinates the operations and activities of the Information Technology databases as well as the financial ERP system including, but not limited to helpdesk and server/system operations. Managing design, integration, development and programming/ implementation of activities related to the ICT (Information and Communication Technology) Systems of the organisation.

This Competencies level for this position is a level 3 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice R890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following Competencies.

Core Professional Competencies	Functional Competencies	Public Service Orientation Competencies	Personal Competencies	Management / Leadership Competencies
<ul style="list-style-type: none"> ▪ Business Communication ▪ Organisational Awareness ▪ Consulting ▪ Planning and Organising ▪ Monitoring and Control ▪ Negotiation ▪ Oral Communication ▪ Written Communication 	<ul style="list-style-type: none"> ▪ Information Strategy ▪ Advice and Guidance ▪ Business and IS&T Planing ▪ Business Charge Management ▪ Data Conversion ▪ Operations and Installation intergration ▪ User Support 	<ul style="list-style-type: none"> ▪ Interpersonal Relationships ▪ Communication Delivery ▪ Service Orientation 	<ul style="list-style-type: none"> ▪ Action and Outcome Orientation ▪ Resilience ▪ Cognitive Ability ▪ Learning Orientation 	<ul style="list-style-type: none"> ▪ Impact and Influence ▪ Team Orientation ▪ Direction Setting and Mentoring

In addition to the salary mentioned for the permanent position and subject to certain conditions, the District Municipality offers competitive fringe benefits, such as housing subsidy, furniture removal, a 13th cheque, membership of retirement and medical aid funds.

The prescribed application forms are available during office hours from Ms PS Boer on 022-4338400 or on the website at www.westcoastdm.co.za/vacancies Completed application forms, accompanied by comprehensive CVs and certified copies of diplomas / certificates / registrations and driver's licenses, are to be submitted on the Website or hand delivered or by Courier to the West Coast District Municipality, Human Resources: Recruitment and Selection, 58 Lang Street, Moorreesburg, 7310.

Please Note: Council reserves the right not to make an appointment. No late applications or applications via fax or e-mail will be accepted. CVs will not be returned to candidates. Canvassing will disqualify a candidate.

Should no feedback from this office be received within 60 days of the closing date, candidates may assume that their applications have been unsuccessful.