



Thabo Mofutsanyana District Municipality, with its seat in Phuthaditjhaba, Free State Province, subscribes to the principle of the Employment Equity Act, invites suitable candidates to apply to the following advertised positions.

MANAGER: INFORMATION COMMUNICATION TECHNOLOGY

QUALIFICATIONS:

- Degree or Diploma in Information Technology
- 5 years' experience in Information Communication Technology
- A Niche for Technological Filling and Record Keeping
- Knowledge in Project Management
- Knowledge in System Development and programming
- Computer Networking experience
- Communication Skills
- Code EB driving license

KEY RESPONSIBILITIES

- Handle Data centre Operations.
- Have in depth technical understanding and hands on experience on Microsoft Domain, Storage Area Network, Virtualization, Backup Restore, LAN/WAN technologies along with exposure to Unix and database environments.
- Ensure maximum availability of application systems.
- Manage the acquisition, installation and maintenance of IT Infrastructure including servers, desktops, laptops, IT security and software according to set standards.
- Analyzing, streamlining and automating of business process.
- Management of IT Staff – performance and training
- Develop and manage the IT budget and control the approval of expenditure
- Responsible for IT Hardware, software and maintenance procurement
- Management and tracking of projects.

DUTIES:

- Ensure the integrity of back-office and client-facing systems in the crises response management office.
- Ensure adequate support is provided as well as assisting in the design and implementation of systems, servers, security and IT best practices policies.
- Manage the IT team with regards to development, support, security and infrastructure maintenance.
- Produce relevant management information, drafting recommendations and options, highlighting risk areas and providing supporting documentation on monthly basis and as required.
- Initiate and implement improvements in all areas of IT responsibility.
- Serve as a main point of contact on all IT-related matters.
- Respond/act on upper-management direction.



- Identify and provide standards for gathering information for use in trend analysis and makes recommendations.
- Interact with staff on all levels to help resolve IT-related issues and provides answers in a timely manner.

ATTRIBUTES:

- Good project planning skills.
- Problem solver.
- Good organizational skills.
- Strong communicator.
- Deadline driven.

SALARY

Post level 2

SKILLS DEVELOPMENT FACILITATOR X 1 (CORPORATE SERVICES DIRECTORATE)

REQUIREMENTS:

- NQF 6 –Relevant Bachelors degree in Human Resources or Education and Training.
- Computer Literacy – MS Office Applications
- Relevant experience (4-5 years) as a Skills Development and Training Practitioner
- Proven knowledge of skills development in a municipal environment
- Good Communication and intervention skills.

FUNCTIONS AND RESPONSIBILITIES

- Align and implement the skills development strategy and objectives through consultation and participation with internal forums / committees and external Training Authorities / Skills Development Functions and Services, analyzing and consolidating the Municipality's skills plan and key deliverables, presenting programmes and, evaluating the quality and adequacy of internal and external interventions with respect to developing the capacity and capability of personnel.
- Participate in discussions and forums related to the skills development of employees involving the Sector Education and Training Authority and/or Departments of the Municipality.
- Present qualitative and quantitative information on the status of skills development initiatives, strengths and weaknesses of current interventions, opportunities available and recommendations to support improvement.
- Co-ordinate sequences associated with establishing the skills capacity of the organisation,
- Prepare and circulate skills audit questionnaires for completion detailing current skill level, developmental requirements and career aspirations.
- Consolidate and analyse information to facilitate the preparation of a comprehensive skills plan, identifying and prioritising specific interventions.
- Assess the effectiveness of the plan to meet developmental and capacity building objectives against specific measures reflective of cost, time and quality of content.



- Compile and update statistical information with respect to training completed, attendance levels and targets achieved.
- Prepare reports on the activities of the Section outlining objectives and accomplishment of outcomes.
- Check and verify payment invoices of external providers prior to forwarding for processing
- Compile the Employment Equity and Skills Development Plans for the Municipality
- Submit the employment equity report to the relevant stakeholders

SALARY:

Post level 5

Please note:

1. Fraudulent qualifications, information or documents will disqualify any applicant.
2. Canvassing is prohibited and will disqualify any applicant.
3. Faxes and e-mails are not accepted.
4. All applicants are subjected to vetting.
5. Applications are invited from all suitable candidates by submission of a cover letter clearly identifying the position for which you are applying together with your CV, qualifications and all other documents that would help in making our decision.
6. All the positions advertised are based in Phuthaditjhaba Qwaqwa, please note that the Municipality has a right to fill or not to fill the positions advertised. Correspondence will only be entered into with short-listed candidates. If you do not hear from the Municipality within 3 months of closing of these advertisements please accept that you have not been considered for appointment

Applications with comprehensive CV's and certified copies of qualifications should be forwarded to:

**Human Resources Manager
Thabo Mofutsanyana District Municipality
Private Bag X810, Witsieshoek 9870**

OR

Handed in at the Human Resources component of the Department of Corporate Services, Room 210 Old Parliament Building.

For administrative enquiries please contact Mr N.K Rens at (058) 718 1090.

Closing date: 19 APRIL 2012

ME TPM LEBENYA

ACTING MUNICIPAL MANAGER



THABO MOFUTSANYANA *District Municipality*