



LOCAL MUNICIPALITY OF LEKWA

The Lekwa Local Municipality with its seat in Standerton, invites applications from qualified, motivated and innovative individuals for the following position to become part of and join a dynamic and growth orientated Local Authority.

EXTERNAL ADVERTISEMENT

DEPARTMENT: EXECUTIVE MANAGER CORPORATE SERVICES

POSITION: MANAGER INFORMATION TECHNOLOGY

LOCATION: STANDERTON

REFERENCE NUMBER: MP305/CS/MIT/1

SALARY: R 703 218,45 PER ANNUM TASK GRADE 16

Minimum Requirements

- B Degree in Information Technology
- 5 years' experience in IT
- State IT environment experience will be added advantage
- In depth knowledge of legislative applications, procedures and technical principles embodied in the IT discipline
- State IT environment experience will be an added advantage.
- Valid Code B driver's licence.

Key Performance Areas

- Monitor day-to-day operation of network usage.
- Implement and report on IT framework.
- Prevent, report and correct all misuse/abuse of the Lekwa Local Municipality ICT system.
- Manage, maintain and update the website.
- Maintain server utilization to meet daily requirements.
- Manage the e-mail account and archives.
- Administer all servers and backups.
- Implement the Disaster Recovery Plan and Business Continuity Plan.
- Support financial system development, technical server, administration, document management and GIS.
- Ensure that IT standards are enforced.
- Co-ordinate tasks/activities associated with the provision of the end-user support and analysis, diagnosis and resolve software/hardware related problems ensuring optimum and uninterrupted functionality of operating systems and application.
- Ensure compliance with legislation dealing with records management and archive.

Inherent requirements

Problem-solving skills • Research and report writing capability • Sound and professional interpersonal skills • Ability to give attention to detail • Administrative, and organizational skills • Ability to handle pressure • and meet deadlines • Strong sense of responsibility • Decision making skills.

Please Note:

1. Interested internal applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Municipal Manager (Attention Manager Human Resources)**, PO BOX 66, Standerton 2430 or hand deliver such at the **Lekwa Local Municipal Administrative Building, Corner Dr Beyer Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed or e-mailed applications will not be considered.
3. Correspondence will only be entered into with shortlisted candidates. Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful.
4. Lekwa Local Municipality reserves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such enquiry will include current and previous employers, criminal record as well as academic institutions.
6. Canvassing Councillors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant.
7. People from previously disadvantaged groups and people with disability are encouraged to apply &
8. The Application Form for Employment obtainable from the Lekwa Local Municipality website at www.lekwalm.gov.za. Must be completed.

9. For further enquiries please contact the Human Resources Administration Officer, Mr. F.N. Gqwashu at fgqwashu@lekwalm.gov.za.

Notice: 29/2024

Closing date for applications: 21 October 2024

**M.J LAMOLA
MUNICIPAL MANAGER**