



MTUBATUBA LOCAL MUNICIPALITY
UMKHANDLU WASE-MTUBATUBA

Mtubatuba Municipality invites qualified, suitable, experienced, innovative, committed individuals to apply for the following position:

**MANAGER: INFORMATION TECHNOLOGY
(PERMANENT)
TASK GRADE 15 OF CATEGORY 1 MUNICIPALITY**

Minimum Requirements:-

- ❖ Matric; plus
- ❖ Bachelor's Degree in a computer field;
- ❖ Five or more years of IT work experience at Managerial Level
- ❖ Optional product or system certification

Key Performance Areas:-

Networking: -

- Assists in the planning and implementation of additions, deletions and major modifications to the supporting regional infrastructure.
- Implements network security at the regional level as established by corporate Security Director.
- Oversees the administration and maintenance of the municipality's infrastructure, and directs more junior Innovators when necessary.
- Oversees the administration of the municipality's WAN.

Telephony: -

- Manages and develops upgrades to the company's telephone system at the regional level.
- Oversees all telephone changes, including routing for seating assignments.

Training & Lab Maintenance: -

- Oversees the administration and maintenance of computer stations and software for company training programs and the Learning Studio and provides additional support if necessary.

Internal Systems: -

- Oversees troubleshooting, systems backups, archiving, and disaster recovery and provides expert support when necessary.
- Works with project teams to help implement Internal Systems.

Help Desk Administration: -

- Oversees all help desk activities at the regional level.
- Responds to escalated help desk issues.
- Oversees the administration and maintenance of our tracking software.
- Interacts with internal clients on all levels to help resolve IT-related issues and provides answers in a timely manner.

Asset Management: -

- Builds and maintains vendor relationships and manages the purchase of hardware and software products.
- Manages the purchasing of all software, hardware and other IT supplies at the regional level.
- Ensures that company assets are maintained responsibly.

*Enquiries can be directed to the **Human Resources Section** on **035-550 0069** during office working hours.*

Applications together with a comprehensive CV and certified copies of relevant qualifications should be addressed and submitted to: The Municipal Manager, Mtubatuba Municipality, P. O. Box 52, Mtubatuba, 3935 on/or before 24/03/2017

**Municipal Manager
Mr. A.J. Mngomezulu**

Mtubatuba Municipality subscribes to an affirmative action programme that is non-racist, non-sexist, non-discriminatory and based on merit. The Council reserves the right not to make an appointment.

Should you not be contacted within a period of thirty (30) days from the closing date, your application should be deemed to have been unsuccessful

CLOSING DATE: 24/03/2017