

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions:

CORPORATE SERVICES DEPARTMENT

ICT MANAGER

All inclusive Salary Scale (R 452 475.96 per annum)

Minimum requirements

- Matric Certificate, B. Technology in IT / Computer Science / any equivalent qualification
- A minimum of 3 (three) years management experience in the ICT field.
- Knowledge, skills, and abilities which are consistent with ICT Management.
- Ability to communicate both in English and isiZulu.
- Unendorsed Motor Vehicle Driver's licence.
- An ICT manager exhibits capabilities in line with the SALGA Guidelines for ICT Governance and DPSA Corporate ICT Governance Policy.

Key performance areas

- Ensure the smooth operation of the ICT unit in alignment with the business objectives of the municipality.
- Plan, direct, coordinate and design ICT-related activities and provide administrative direction and support for daily operational activities of the ICT unit.
- Take an authoritative and pro-active approach in dealing with external vendors and outsourced development staff.
- Manage and balance the expectations of the business within the framework of staff and resource limitations.
- Keep abreast of latest technologies that may be of benefit to the organisation and make requisite recommendations, supported by documentation, costing etc and present to council.
- Provide leadership to ICT operations and infrastructure by ensuring that an appropriate technical support framework is in place, including the management and delivery of service support and service delivery.
- Work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions.
- Define and implement ICT policies, procedures, governance and best practices.

IT SUPPORT CLERK (X1)

Salary scale: R90 876.96 – R117 972.12 Per annum

Applicable benefits: Medical aid, Pension, 13th cheque, Home owner's allowance

Minimum Requirements

- A Grade 12 Senior Certificate
- An appropriate B degree/diploma in IT or PC Engineering
- A qualification in A+ and N+ will be an added advantage
- At least 1 year' ICT experience

Key Performance areas

- Installing and troubleshooting hardware/software, providing technical support to employees to assist with minor computer issues.
- Maintain supply inventory and orders supplies, as necessary;
- Provide clerical office support, responsibilities including dispensing mail, monitoring email account and responding to inquiries and requests, and composing and sending correspondence;
- Comply with all municipal systems, rules and regulations;
- Other duties as assigned.

FLEET MANAGEMENT OFFICER (X1)

Salary Scale: R185 111.64 – R 240 296. 88 per annum

Applicable benefits: medical aid, pension, 13th cheque, home owner's allowance

Minimum Requirements

- Grade 12 and Diploma in Transportation Management / Diploma in Transport Logistics/ Diploma in Fleet Management
- A minimum of 1 year relevant experience;
- Knowledge of various pieces of legislation with regard to the functioning of motor vehicles;
- Valid Code 08 Drivers license;
- Computer Literacy
- Ability to communicate effectively in isiZulu and English

Key Performance Areas

- Administer, maintain and control fleet;
- Allocate pool vehicles to users for optimal use;
- Ensure that vehicles are roadworthy, serviceable, licensed and stored safely;
- Administration of fines and arrange for payments thereof;
- Liaise with departments for replacement vehicles and order as per request;
- Obtain quotations for minor vehicle damage due to accidents and obtain the relevant reports from users;
- Verify subsidized transport log sheets and check claims submitted by users;
- Compile reconciliation of vehicles, kilometers and daily expenditure

- Provide clerical office support, responsibilities including dispensing mail, monitoring email account and responding to inquiries and requests, and composing and sending correspondence and monthly reports.

HUMAN RESOURCES TRAINEE (X1) (18 months Contract)

Salary: R 3000.00 per month

No municipal benefits will apply (pension, medical aid etc.) and applicants are required to make their own arrangement in respect thereof.

Minimum Requirements:

- Grade 12 Senior Certificate
- Human Resources Management Diploma
- Excellent computer skill (Ms Word ,Ms Excel ,Ms power Point)
- Ability to work under pressure
- Good telephone etiquette
- Excellent interpersonal and communication skills

Key Performance Areas:

- Performing any other duties assigned
- Filling of documents
- Performing human resource duties
- Assisting in Human Resources Unit
- Assisting in compilation of reports on specific personnel related items (Medical boarding, retirement etc.
- Assist in preparation of the Work Place Skills Plan and annual training programme
- Filling leave application and filling into personal files
- Assisting in maintain and updating personal information with respect to changes in employment/personal status and attending to safekeeping of personnel records/files in accordance with approved record-keeping system.

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificate and Identity document must be forwarded to: The Municipal Manager, P. O. Box 132, and IXOPO 3276 by not later 16h00 on Friday the 17th July 2015. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful.

All enquiries should be directed to the HR Officer, Mrs. LH Khumalo (039 834 7700)

Council reserves the right not to make any appointment/appointments into the abovementioned positions.

**GM SINEKE
MUNICIPAL MANAGER**