

Tel.: 040 6733 095
Fax: 040 6733 771



PO Box 539
Peddie
5640

VACANCIES

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural and portion of King William's Town invites suitably qualified and experienced candidates to apply for the following position:-

Department : **Planning and Development**
Position : **Manager: Information and Communication Technology**
Salary : **R 379 819.00 - R 493 015.00 p.a. (Task Grade 15)**

Requirements:-

- A recognized Bachelor's Degree or Diploma in Computer Science or Information Technology
- 4-5 years relevant experience
- Ability to develop municipal policies, procedures and systems
- Valid driver's license

Responsibilities:-

- Monitor that the maintenance of systems and equipment is carried out in accordance with required policy
- Manage and co-ordinate systems and programmes to see to the application of relationships, liaison and interaction according to the approved master systems plan
- Oversee the testing of systems, upgrading or implementing of new systems
- Monitor that all physical components of the network are correctly installed to ensure reliability and security across the network using the appropriate vendor software
- Establish long-term needs for information systems, and plan for developing systems and acquiring hardware to meet application needs
- Implement ICT governance principles in terms of ICT investments, risk management information security and governance structures
- Provide set of ICT related internal controls which will be aligned with ICT standards and processes applicable to the municipality
- Establish and manage ICT continuity and disaster recovery plans

Department : **Corporate Services**
Position : **Manager: Human Resources**
Salary : **R 379 819.00 – R 493 015.00 p.a. (Task Grade 15)**

Requirements:-

- A recognized Bachelor's Degree in Human Resources Management or equivalent qualification
- 4-5 years relevant experience covering a broad range of Human Resources functions
- Ability to maintain a high level of confidentiality
- Must be able to manage crisis situations successfully
- Must be computer literate
- Valid driver's license

Responsibilities:-

- Determine staff levels and prepare motivations for the filling of vacancies to complement functional objectives and requirements
- Ensure that subordinates have adequate resources to perform optimally
- Mentor and coach team members in order to address gaps and performance challenges
- Evaluate training needs and implement staff development and training to achieve overall objectives
- Conduct regular scheduled team meetings to discuss updates, process improvements, process changes and open issues affecting the team

- Address discipline and workplace conflict through the initiation and coordination of consultative processes and implementation of appropriate disciplinary procedures
- Ensure that all Practitioners and Clerks within the section has adequate capacity, resources and support
- Ensure that all ad-hoc projects of the section are executed effectively

Department : **Corporate Services**
Position : **Practitioner: Individual PMS**
Salary : **R 186 450.00 – R 242 042.00 p.a. (Task Grade 10)**

Requirements:-

- Grade 12
- Degree/Diploma in Human Resources Management
- 2-4 years relevant experience
- Be computer literate
- Good communication skills
- Ability to maintain a high level of confidentiality

Responsibilities:-

- Research, update and develop new processes and technology to promote best practices and effective service in the areas of Individual Performance Management
- Provide support in the identification of gaps on PMS policies, procedures and legislation and recommend correction actions
- Stay up to date on developments and trends within Human Resources, specifically related to Individual Performance Management
- Co-ordinate and drive the Individual Performance Management System programme for the municipality, ensuring compliance
- Conduct change management for new systems and changes within the organization
- Co-ordinate and administer Job Description and Job Evaluation System processes as well as other processes that are directly linked to Individual Performance Management

Interested persons should submit an application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, to the **Municipal Manager, P. O. Box 539, Peddie, 5640** or can be hand delivered to **Ngqushwa Municipal Offices, Cnr. N2 and R345 Road, Peddie**. Enquiries can be directed to **Acting Human Resources Manager, Ms L. Mantyi at 040 6733 095**.

NB:

- No faxed or e-mailed applications will be accepted
- Only certified copies of certificates, ID and driver's license accepted
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however, the Municipality appreciates your interest and wishes you the best in your career
- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof
- Applicants with disabilities are encouraged to disclose their disability status on their applications
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan

Closing date: 22 December 2017

MRS. M.P. MPAHLWA
MUNICIPAL MANAGER