



# EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply and fill the following vacant position:

## DEPARTMENT OF CORPORATE SERVICES

INFORMATION TECHNOLOGY OFFICER

PERMANENT POSITION.

SALARY: R304 991.76 per

Task Grade 11

### Requirements:

- a) Grade 12
- b) NQF LEVEL 6, Diploma or National Diploma in Information Technology
- c) 2-5 Years relevant experience
- d) Valid code 08 drivers licence

### Duties:

Responsibilities of the Incumbent are as follows:

- a) Administer the Municipal Network System
- b) Create user's ID and passwords
- c) Troubleshoot all problems
- d) Install software, site management and maintenance of network.
- e) Manage information system and network infrastructure to support the strategic direction and operation of council.
- f) Develop IT procedures and implement IT Strategy and IT Governance Manual
- g) Develop and Maintain and update an IT Policy, master systems plan and operational plan.
- h) Provide technical Support for all photocopying machines
- i) Provide specifications for procurement of all IT related equipment

**An application form for Employment must be completed and forwarded with Curriculum Vitae and certified copies of qualifications. This application form for Employment is obtainable from Municipal office or from website.**

**All applications must be addressed to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street, Utrecht 2980 or P.O. Box 11 Utrecht 2980. For Further information, you may contact the Human Resources Office at 034- 331 3041.**

For further information, you may contact the Human Resources Office at 034 331 304.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days of the closing date, you should consider your application as having been unsuccessful.
- The Municipality will not take responsibility for information not mentioned in applications.
- NO late applications will be accepted.
- NO emailed or faxed documents will be accepted.
- The Municipality will not be held responsible for lost applications, unless proof of submission can be supplied.
- All applicants may be required to undergo proficiency test.
- NO applications will be considered without originally certified copies of the documents and qualifications.
- Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Reference checks will be done.
- Applicants must have no criminal record or pending criminal / Departmental or civil cases.
- Shortlisted applicants will be subjected to a vetting process which will include security screening and fingerprint verification and
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.
- **No recruitment agency contracted by Emadlangeni Local Municipality. Applicants shall be vigilant about scammers calling using own cellphone offering jobs on behalf of the Municipality. The Municipality will conduct recruitment and selection fair without involving any agency and the municipality request applicants to report scammers to SAPS.**

**CLOSING DATE: 01 OCTOBER 2024**



.....  
**MRS GN MAVUNDLA**  
**MUNICIPAL MANAGER**