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03<sup>rd</sup> August 2017

**ELUNDINI LOCAL MUNICIPALITY  
EXTERNAL ADVERTISEMENT**

The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

**CORPORATE SERVICES DEPARTMENT**

- 1. Manager: ICT (Task Grade 16)  
Annual Basic Salary R 461 579.04– 599 147.64**

**Minimum Requirements:**

Bachelor's Degree in Information Technology • Experience – 5 years at a supervisory level

**MAIN DUTIES: FUNCTIONAL MANAGEMENT** • Keeping abreast with technological developments in the information technology and communications environment with specific emphasis on improving networking, accessibility and performance of systems, applications and tools. • Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans.

**PROCEDURES, SYSTEMS AND CONTROLS** • Developing, evaluating and reviewing risk related policies associated with access levels, confidentiality and disaster recovery with a view to providing input into the establishment and amendment of procedural applications.

• Aligning current procedures to satisfy legislative requirements with respect to acquisition processes, software development and asset control

**FINANCIAL CONTROL** • Analysing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period • Monitoring and Implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and departmental procedure • Communicating with the Council's Financial Section on audit findings and recommendations and institutes the necessary investigational or corrective measures.

If you are aware of any instances of fraud and/or corruption within the municipality, these matters may be reported, anonymously, to:

Freecall: 0800 117 844 • Freefax: 0800 007 788 • SMS: 32840 • Email: elundini@tip-offs.com  
Freepost: Freepost KZN138, Umhlanga Rocks, 4320

**CONTRACT MANAGEMENT**• Guiding the draft, adjudication and reporting processes with regards to contracts/ tenders and verifying details, terms and conditions, specifications, etc. comply with laid down policies, regulations and procedures • Monitoring contractor/ vendor performance against agreed terms and conditions (service level agreements) through on-going interaction with site personnel, on-site inspections, etc. and alerting the Contractor/ Vendor to any acts of non-conformance prior to approving payment certificates• Resolving technical conflicts and contractual claims and preparing the necessary report presenting councils arguments at arbitration. •

**OPERATIONAL MANAGEMENT**• Evaluating the adequacy of end user support structures and attending to the implementation of corrective measures to address deviations from norm in respect of response time. • Monitoring system performance and executing specific procedural applications to commence with upgrades and/or routine maintenance of user system, networks and servers• Establishing training needs with respect to specific applications and executing procedural requirements to facilitate the capability of users.

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

**NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.**

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants.

**Faxed applications will not be accepted.**

Applications should be addressed to:

The Corporate Services Manager

Elundini Local Municipality

P.O. Box 1

Maclear

5480

**Tel. No: (045) 9328100**

**Closing Date: 28<sup>th</sup> August 2017**