



**Incorporating Grahamstown, Alicedale, Riebeeck East & surrounding rural areas**

The Makana Municipality invites suitably qualified candidates to apply for the under-mentioned vacancy. The Makana Municipality is an equal opportunity and Affirmative Action Employer.

**VACANCIES/ IMISEBENZI/BETREKKINGS**

**EXTERNAL POSITIONS**

**POST 1:** 1 X DEPUTY DIRECTOR: CIVIL ENGINEERING SERVICES

**DIRECTORATE:** ENGINEERING & INFRASTRUCTURAL SERVICES

**SALARY SCALE:** R394 010 – R511 458 per annum (plus 10% scales skill allowance and normal council benefits)

**TASK GRADE:** 16

**MINIMUM QUALIFICATION AND EXPERIENCE:** Bachelor of Technology in Civil Engineering (BTech) or Bachelor of Science in Civil Engineering (BSc). Certificate or Diploma in Contract Management. Certificate or Diploma in Project Management. Professional Registration with ECSA will be an added advantage.

**COMPETENCE/SKILLS REQUIRED:** Code 08 driver's license. Compliance driven. Be a dynamic thinker. Good negotiating skills. Registration with ECSA or eligible for registration. Good report writing and supervision skills. Good management skills and goal oriented. Must be computer literate. Be flexible to work under pressure and after hours. Solution driven in solving problems.

**KEY PERFORMANCE AREAS:** Manage the Water & Sanitation Section. Manage the Roads, Stormwater and Building Maintenance Section. Manage the Project Management Unit. Manage the Water Services Authority (WSA) and Water Provision (WSP) functions. Manage the Blue and Green Drop System for both the Water and Sanitation systems. Responsible for the IDP, Budget and SDBIP of the department. Responsible for the Auditor General's requirements within the department.

**POST 2:** 1 X MANAGER: ICT

**DIRECTORATE:** CORPORATE & SHARED SERVICES

**TASK GRADE:** 15

**SALARY SCALE:** R349 948 – R454 256per annum (plus 10% scarce skill allowance and normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus a Degree / Diploma in Information Systems / Information Technology. Three (3) years or more ICT Management experience or seven (7) years or more working in the ICT department working as an IT Technical support / systems / network administrator and a Certificate Programme in Management Development (CPMD).

**COMPETENCE/SKILLS REQUIRED:** Demonstrate ability for overall ICT Management. Demonstrate ability to manage ICT and related projects and ability to manage and implement ICT strategy.

**KEY PERFORMANCE AREAS:** Provide central data processing services by: Developing and operating Makana Municipality computer systems. Integrating and maintain Information Computer Technology (ICT) systems infrastructure. Establishing and achieving sustainable and viable information and communication related technology infrastructure. Facilitate and implement Information Systems Plan. Developing, maintain and implementing ICT policies in conjunction with relevant role players. Implementation of the ICT Governance Framework (Corbit 5), Implementation of the DRP and Business Continuity, Manage and Implement IT Risk register.

**POST 3:** 1 X SYSTEMS ADMINISTRATOR

**DIRECTORATE:** CORPORATE & SHARED SERVICES

**TASK GRADE:** 12

**SALARY SCALE:** R239 453 – R310 827 per annum (plus 10% scarce skill allowance plus normal council benefits)

**MINIMUM QUALIFICATION AND EXPERIENCE:** Matric plus a Degree in Information Technology or National Diploma in Information Technology with three (3) years relevant experience as a systems / network administrator or MCSA / MCSE with three (3) years IT Technical support / Systems / Network Administrator. At least two (2) years working in Municipal Environment and three (3) years in IT Technical Support / Systems / Network Administrator

**COMPETENCE / SKILLS REQUIRED:** Communication skills, Computer operation network skills, Interpersonal skills.

**KEY PERFORMANCE AREAS:** Analysis of the requirements of the user. Drawing up of a system proposal which meets the user's approval as well as the requirements of the corporate information strategy. Recommend the software approach to be used which most efficiently meets the user requirement. Design and preparation of file structure diagrams. Design database, file and layouts in conjunction with the Database Administrator. Liaise with operating staff and Applications Manager to implement the backup and recovery procedures. Ensure that the programs are written according to the standards established by the IT department for application and that it complies with the standards established by the IT department. Determination of the effect on other systems, whether computerized or not. Provide estimates of time and resources required to complete the system project. Test programs development in a test environment and obtain user sign off after successful results.

**NOTE:** All applications must be made on the Official Application form that can be downloaded on our website [www.makana.gov.za](http://www.makana.gov.za) accompanied by a comprehensive CV together with certified copies of Identity document, qualifications, driver's licence where required and other documents. First preference will be given to internal municipal applicants who meet the inherent requirements of the job. Same should be posted to The Administrator, Makana Municipality, P.O Box 176, Grahamstown, 6140. **No late / faxed / emailed applications will be accepted.** Enquiries: Zani Siqwede, H.R. Practitioner (E-Mail: [nsiqwede@makana.gov.za](mailto:nsiqwede@makana.gov.za)).

**CLOSING DATE: 13 JUNE 2016**

**MS MJ MEIRING:  
ACTING MUNICIPAL MANAGER**