

CAREER OPPORTUNITY



Garden Route District Municipality, the leading, enabling and inclusive district, characterised by equitable and sustainable development, high quality of life and equal opportunities for all.

Garden Route District Municipality is fully committed to Employment Equity.

Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation.

Applications are invited for the following vacancy in the Corporate Services Department.

System Controller: ICT (GARDEN ROUTE DISTRICT MUNICIPALITY- GEORGE)

Salary: R377 556. 00- R490 104. 00 basic per annum

Task Grade: T12

Minimum requirements are according to the approved JD:

Grade 12 plus ICT-related tertiary qualification e.g. A+, MCSE, MS Office (NQF6)
Code B Drivers License
2 - 5 years relevant experience

Competencies:

Business Communication, Organisational Awareness, Consulting, Planning and Organising, Monitoring and Control, Negotiation, Oral Communication, Written Communication, Information Strategy, Advice and Guidance, Business and IS&T Planning, Technical Strategy and Planning, Business Change Management, Data Conversion, Operations, Installation and Integration, User Support, Interpersonal Relationships, Communication, Service Delivery Orientation, Action and outcome orientation, Resilience, Cognitive ability, Learning orientation, Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

Duties:

To manage and maintain the general functioning of all computerised systems and all user profiles in the Garden Route District Municipality.
Periodically review all access rights to systems for appropriate access rights, segregation of duties and activities by the process of auditing reports and signing off these reports by the relevant system owners.
Cooperate closely with the testing of systems, upgrading, and/or implementation of new systems.
Helpdesk Support by assigning helpdesk tickets according to SLA / OLA & categories.
Print and distribute relevant reports as per Standard Operating Procedure.
Network shares must be secured, and access granted in line with the ICT User Access Management Policy
Where possible, shares must be made available from a hierarchical structure, where the root shares (E; F, G) must only be accessible by administrators.
Create, change and suspend/delete user profiles according to the latest organizational structure.
Create, change, suspend and delete the appropriate access rights to the users as per instruction from HR workflow or the System Owners.
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Administration of all applications for remote access through VPN connections by 3rd party vendors and Garden Route District Municipality personnel. This is done through an application/approval system.
Coordinate maintenance, training, and access to systems in accordance with signed Service Level Agreements.
Coordinate collaborator system deployment and user support.
Provide an administrative and logistics function to the ICT section.
Provide a training function to users regarding software skills.

Please note

1. The Municipality reserves the right not to make an appointment.
2. It would be expected of candidates to be subjected to thorough evaluations. References will be contacted. Verification will be done on qualifications, criminal and credit records. The candidates will be required to disclose all financial interests. Original qualification certificates must be produced at any resultant interviews
3. Please apply by completing your online profile on the e-Recruitment Portal. The e-Recruitment System is available on the Garden Route District Municipality website at www.gardenroute.gov.za/jobs/apply for job/Option1: E-recruitment website/ register or log on. Please upload or attach a copy of your Curriculum Vitae, certified copy of your Identity Document and relevant qualifications (Certified within the last 3 months). The successful applicant will be stationed in George and his/her appointment is subject to the signing of an employment contract and a performance agreement; disclosure of financial interest; and security vetting.
4. No posted, faxed, email or hand delivered applications will be considered • If you have not heard from us within two months of the closing date, please accept that your application has been unsuccessful
5. Canvassing with Councillors or any other decision-maker is not permitted, and proof thereof will result in disqualification • Fraudulent qualifications or documentation, will immediately disqualify any applicant.

Probation period: 6 months

Benefits:

- Subsidised housing-, medical-, pension- and group insurance schemes.
- Optional membership of medical expenses plan.
- Vacation and sick leave benefits, plus a bonus equivalent to one month's salary.
- Five day working week.
- Furniture removal cost is payable by Council, subject to certain conditions.

Applying process and further information:

Please apply by completing your online profile on the e-Recruitment Portal. The e-Recruitment System is available on the Garden Route District Municipality website at www.gardenroute.gov.za/jobs/apply for job/Option1: E-recruitment website/register or log on. Please upload or attach a copy of your Curriculum Vitae, certified copy of your Identity Document and relevant qualifications (Certified within the last 3 months).

For enquiries, contact Human Resources on 044 803 1389/ 1388/ 1413.

Only shortlisted candidates will be contacted. Should candidates not be contacted within two months after the closing date, they may accept their application as unsuccessful.

The Garden Route District Municipality reserves the right not to make or confirm an appointment on posts.

Closing date: 2024-06-28 before 13:30

Notice no: 47/2024

**MG STRATU
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.