

EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: IT TECHNICIAN - PERMANENT

WC044MMIT1238

REFERENCE: FIN T10 03/04/2023

Salary : R 269 508 – R 349 812 per annum T10
Additional Service Benefits : Medical Aid, Pension, Housing/Rental Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance

MINIMUM REQUIREMENTS:

- Relevant professional ICT qualification (NQF LEVEL 5)
- 1 – 2 years relevant experience
- Fully Computer Literate
- Code B Driver's License

PREFERRED QUALIFICATION

- Relevant professional ICT qualification (NQF LEVEL 6)

COMPETENCIES:

- Core Professional Competencies – Business Communication, Organisational Awareness, Consulting, Planning and Organising, Monitoring and Control, Negotiation, Oral and Written Communication.
- Functional Competencies – Information Strategy, Advice and Guidance, Business and Information Systems & Technology Planning, Technical Strategy and Planning, Business Change Management, Data Conversion, Operations, Installation and Integration, User Support.
- Public Service Orientation Competencies - Interpersonal Relationships, Communication, Service Delivery Orientation.
- Personal Competencies - Action and Outcome Orientation, Resilience, Cognitive Ability, Learning Orientation.
- Management Competencies - Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

- Minimize the downtime (lost productivity) a user experiences when they cannot use their equipment, or when they are having software problems.
- Replace outdated and faulty equipment, this allows for a more productive official.
- Ensure a fully functional network with a minimum of 97% up time.
- Empower users to become more efficient and effective.
- Maintaining and replacing hardware regularly reduces call out time and improves the longevity of the equipment.

SPECIAL CONDITIONS ATTACHED TO THE POST

- The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements.
- Works overtime and does stand-by duty.
- Confidentiality of all Software and user details.
- Must have strong problem-solving and analytical skills.
- Must be willing to sign a confidentiality agreement with the employer
- Must be able to communicate in at least two of the official languages of the Western Cape

ENQUIRIES: MR G GOLIATH (044 – 801 9036)

Applicants must submit a formal application form and a comprehensive CV, copies of qualifications, identity document and driver's license. Applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **5 MAY 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

- 1. Non-submission of copies of academic qualifications/records.**
- 2. Canvassing of Councillors.**
- 3. Submission of fraudulent qualifications and/ or documents.**

NB: Please note that shortlisted candidates will be subjected to a vetting process. By applying for this position, candidates agree to background checks being performed. The Municipality reserves the right not to make an appointment.

Should you not hear from us within 30 days of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under - represented groups.

CLOSING DATE: 05/05/2023