

VACANCY VAKATURE



EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES

POST DESIGNATION: SENIOR MANAGER: INFORMATION MANAGEMENT SYSTEMS & TECHNOLOGY -

GEORGE

PERMANENT APPOINTMENT

WC0440657

REFERENCE: 4169258

CLOSING DATE: 2026-05-22 AT 16:30 PM

Salary	: R 877 188 - R 1 138 668 per annum (T17)
Additional Service Benefits	: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
Perks	: If applicable Cellphone and Vehicle Allowance (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

- Relevant professional ICT qualification
- Driver's License Code B
- 8 years or more relevant post qualifying experience covering all aspects of the Information and technology function of which 3 should be at management level

COMPETENCIES:

- **Core Professional Competencies:** Business Communication, Organisational Awareness, Consulting, Planning and Organising, Monitoring and Control, Negotiation, Oral Communication, Written Communication
- **Functional Competencies:** 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
- **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:

- Provide strategic guidance on ICT matters to ensure effective and secure system. Policies and procedures are critical governance tools. Policies dictate the rules; procedures explain how these same rules are practically applied. Policies and procedures set expectations for behaviors and activities, as well as provide mechanisms to enforce these expectations.
- Maintain and control the organisation's information and communication technology systems and resources and to ensure compliance, availability, continuity and security of the Municipality's data and services.
- Ensure a highly effective IT department that delivers.
- Provide a first-class service to all departments in order for them to provide effective and efficient delivery service to the Municipality and the community.
- Ensure timeous uploading of documents to the website in order to comply with the MFMA legislation.
- Ensure that as the municipal processes change, business requirements are translated into technical

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requirements and specifications, and also to accommodate municipal process and development changes.

- Ensure that an intricate understanding of the data in question exists to enhance the concept of providing "clean" information which also requires regular interrogation and cleansing of information.
- Ensure a fully operational LAN, WAN/wireless, radio in order for users to access critical business systems, communication and internet services.
- Deliver economic and effective ICT services that is aligned to the ICT strategic plan in budget.
- Ensure an effective, efficient and economic Information and Communication Technology Department that delivers.
- Ensure contractual terms and conditions entered into, and agreed to are complied with and specific responsibilities discharged accordingly without any risk to the Council.
- Ensure that the ICT Section can solve/resolve multiple ICT and business-related problems daily.
- Ensure timely recovery in cases of disaster or hardware and software failures and to ensure the availability, continuity, and security of data and information technology services.
- Research computer techniques and new or advanced technology, by consulting as necessary and to keeping abreast of newest technology and methods.
- Ensure the future Information Technology capacity of Municipal staff.
- Ensure accurate estimates are prepared in relation to requirements enabling the Section to contribute positively towards meeting maintenance objectives and sustaining the quality and standards of service delivery.
- Ensure an effective and efficient IT department that complies with sound HR practices and labour relations.

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.
- On-call availability and periodic overtime.
- Keen attention to detail.
- Superior analytical, evaluative, and problem-solving abilities.
- Exceptional service orientation.
- Excellent written and oral skills.
- Excellent interpersonal skills.
- Recommend functional and technical decisions regarding IT for the municipality.
- Approve leave applications.
- Initiate disciplinary actions.
- Establish and apply performance management in the information technology section.

ENQUIRIES: DUANE SCHOLTZ (044 801 9111)

PROBATION PERIOD: 6 months

INSTRUCTIONS TO APPLICANTS

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **22 May 2026** at **16:30 pm**.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

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Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

Only online applications will be accepted.

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

Disqualification:

Please note that the following may lead to disqualification:

- Applicants who attempt to gain favour with any members of the selection panel or any other employee or councillor for that matter, will be disqualified.
- Applicants who intentionally misrepresent information in pursuit of their own benefit will also be disqualified.
- According to the Local Government Municipal Staff Regulations (Gazette no. 45181), a person who was dismissed from a Municipality for any reason stated in Annexure E of the said Regulations, may not be employed in any Municipality before the period set out in the Annexure, has expired (refer to Local Government Municipal Staff Regulations: Annexure E).
- Late applications will not be accepted.
- Candidates who do not adhere to the instructions for pre-liminary evaluations, practical assessment and interviews will be disqualified.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months 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.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

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