TO	:	**Acting Municipal Manager**
		SED : Development Planning & Human Settlements
		Acting SED : Budget and Treasury Office
		SED : Technical Services
		SED : Corporate Services
		SED : Community Services
FROM	:	**Directorate : Human Resources**
REF NO	:	**HR 5/3/2/1**
ENQUIRIES	:	**Dr N Y Mbatha-Mahlubi**
DATE	:	**2 October 2019**

> MUNICIPAL MANAGER
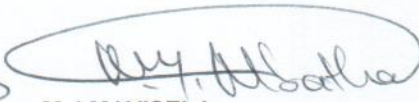> 2019 -10- 0 2
> NEWCASTLE MUNICIPALITY
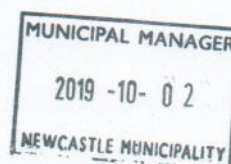
INTERNAL MEMORANDUM

HR CIRCULAR NO. 22/2019 : ADVERTISEMENT OF VACANCIES

Attached please find an advertisement for vacancies for distribution to all personnel in your department.

Please note that receipt of all internal applications for vacancies must be acknowledged by the Human Resources department, the latter cannot be held responsible for any application that might go amiss.

Kindly note that all CV's submitted by hand to the Human Resources Department will be signed for as proof of receipt of the application.

PP

M J MAYISELA
ACTING MUNICIPAL MANAGER

NEWCASTLE MUNICIPALITY
VACANCIES

The following vacancy exist in the department as mentioned hereunder :-

DEPARTMENT : MUNICIPAL MANAGER

CHIEF INFORMATION TECHNOLOGY OFFICER : POST ID : SG130

Position	CHIEF INFORMATION TECHNOLOGY OFFICER
Remuneration	R702 645,88 per annum
Qualifications	• Matric plus a Bachelor's Degree in Information Technology or any other relevant qualification • Valid driver's license
Experience	• Minimum of 6 – 7 years' relevant experience of which 2 years' experience must be in a management level
Responsibilities	**THE ESTABLISHMENT OF POLICY AND STRATEGY TO MANAGE THE ICT FUNCTION OF THE MUNICIPALITY AND TO DETERMINE OPERATING STRATEGIES, BY :** • Compile strategy and policy with regard to the ICT function as a whole, in accordance with the broader national IT needs and objectives. • Aligning of IT strategies in the Newcastle Local Municipal area. • See to it that the approved policy is adhered to. **RESPONSIBLE FOR EFFECTIVE PERSONNEL ADMINISTRATION TO ENSURE THAT A CONTENT AND PRODUCTIVE WORKFORCE IS DEVELOPED AND MAINTAINED IN THE DIVISION, BY :** • Plan, organize, coordinate and control the operations of the Manager IT Applications & Projects and the Manager Technology Infrastructure by issuing direct instructions and solving any work related problems immediately. • Determine training needs, make recommendations regarding training courses, seminars, demonstrations, and see to it that the required on the job training is provided. • Compile planning schedule for leave-in accordance with work demands. • See to it that conflict is resolved-manage conflict whenever necessary. • Assists with the appointment processes and application of disciplinary procedures. **APPLY CONTINIOUS MONITORING TO ENSURE THAT WORK PROCEDURES ARE CARRIED OUT AS EFFICIENT AS POSSIBLE, THAT OPERATIONS ARE IN ACCORDANCE WITH ACCEPTED POLICIES AND TO RECTIFY WHERE NEEDED, BY :** • See to the compilation and application of control measures and work procedures with regard to all work processes. • Monitor work methodologies and improve where necessary. • Monitor operations by means of supervision, progress meetings, feedback and reporting. • See to it that the required manuals are compiled for the processing standards, work procedures and ICT related functions. • Apply SABS ISO 1779 Code of Good Practice. **PROVIDE SUPPORT, MAINTENANCE AND ADVICE TO DEPARTMENTS OF THE COUNCIL IN ORDER TO ESTABLISH AN EFFECTIVE IT USAGE, TO INFORM USERS OF ICT AND TO PROVIDE EFFECTIVE SERVICE, BY :** • Provide support and advice to other departments and management regarding IT related functions. • Manage the provision of IT support to the project staff units. • See to the provision of support to users in accordance with prescribed standards. • Monitor progress of tasks by means of meetings, reports etc. • See to it that the maintenance of systems and equipment is carried out in accordance with

required policy, by means of physically testing.
- Manage the provision of IT support to other municipalities.

CONTROL THE MUNICIPALITY'S MANAGEMENT INFORMATION SYSTEMS TO SUPPORT MANAGEMENT DECISION MAKING AND TO ENSURE THE INTEGRITY OF THE MANAGEMENT INFORMATION SYSTEM, BY :

- See to it that information is stored properly and that backups are made.
- See to it that the procedures to protect the integrity of data are compiled and adhered to.
- See to the timely provision of correct management information on a periodical basis or as needed.
- Provides the necessary reports to management regarding IT, such as quarterly or annual reports.

MANAGE THE MUNICIPALITY'S IT SYSTEMS, SYSTEMS DEVELOPMENT AND PROGRAMMES TO ENSURE THAT EFFECTIVE SYSTEMS ARE MAINTAINED AND THAT THE SYSTEMS COMPLY WITH THE STANDARDS, BY :

- Manage and coordinate systems and programmes to see to the application of relationships, liaison and interaction according to the approved master systems plan.
- Coordinate and control the following administrative systems: GIS, Financial management information, Archives and document management, Client services, Personnel, Assets, Roads costing system, Performance management and other IT related systems with regard to interaction and liaison.
- Coordinate and control operational systems.
- Keep up to date with new technology regarding information systems and formulate. recommendations with regard to the replacement of systems.
- See to it that all system changes are documented according to audit standards, see to the required testing in accordance with prescribed procedures.
- Keep up to date with the needs of users of the different systems by means of user groups, surveys, etc.

CONTROL THE APPLICATION OF SECURITY AND CONTINGENCY PLANNING TO ENSURE THE NECESSARY PROTECTION OF THE IT NETWORK AND THAT THE SECURITIES COMPLY WITH AND IS IN PLACE FOR ANY CONTINGENCY MANAGEMENT APPROACH, BY :

- Control over the updating and proper storage of backup files and that the required registers are kept.
- Ensure that physical detailed contingency plans are implemented.
- See to it that detailed contingency plans are compiled, provide for alternative processing facilities (eg in the case of a fire or bomb).
- See to the creation of new users according to the prescribed procedures from information provided by HR.
- See to the regular revision of users' access rights.
- See to it that improvements regarding security deficiencies are implemented in time.

MANAGE THE NETWORK, INTERNET AND E-MAIL TO PROTECT THE INTEGRITY OF THE NETWORK AND TO ENSURE SUFFICIENT AND EFFECTIVE COMMUNICATION, BY :

- Manage the procurement/installation/maintenance of NEWCASTLE LOCAL MUNICIPAL DM's local and wide area networks.
- See to it that products are analyzed regularly and evaluate and submit recommendations regarding new products.
- See to the compliance with prescribed policies and procedures regarding the usage of LAN/WAN including the usage of Internet and E-mail.

Internal influence: Interaction within the Municipality

1. Influence by means of reports and documents :
   Informal reporting :

	• Informal report– IT related and relevant request from management.
	Formal reporting :
	• Weekly reporting– IT Portfolio and to management.
	• Quarterly / annual management reports.
	• Progress/ problem areas/ planning.
	Production of documents :
	• Policies/strategy/process plans for relevant systems.
	• Reporting.
	• Advising.
	• Publicizing state of affairs.
	2. Influence by means of interaction and communication :
	• Liaise with users of systems as well as management with regard to recommendations, policies, planning, etc.
	• Educating/assistance/strategic planning/support.
	• Telephonically/written correspondence/electronic/informal and formal meetings.
	• When new system is implemented, users and management have to be positively orientated.
	• Recommendations for specific strategies must be supported and accompanied by the necessary persuasion, compromises, agreements, work procedures that have to be carried out.
	External Influence: Interaction with the public and outside organizations, such as NGO's and Forums, State departments, consultants, etc.
	1. Type and purpose of interaction and communication :
	• Consultants/Contractors/SITA-State Information Technology Agency/B Municipalities.
	• Educating/negotiating/decision making/aligning different IT strategies and systems in the region.
	• Formal as well as informal meetings/reporting/written/ telephonically/electronic/working groups.
	• IT is subject to change – new technology brings daily challenges.
	• To cope with new technology requires the type of mechanisms to review strategies regularly.
	2. Impact of external interaction on performance :
	• External system providers have a direct impact on the division.
	• Provincial guidelines.
	• B Municipalities' needs.
	• Other government institutions also have a direct impact on the unit's service delivery.
	Related duties as requested by the supervisor.
Where advertised	• Internal / Newcastle Advertiser / Ilanga / Newcastle Municipal Website

Detailed CV's can be forwarded to Human Resources, Tower Block, 5th floor, Office no B560, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Acting Municipal Manager, Mr M J Mayisela at 034 – 328 7750.

• Canvassing for appointment will automatically disqualify an applicant.
• If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
• The Directorate : Human Resources will not accept responsibility for information not mentioned in applications.
• **NO** late applications will be accepted.
• **NO** e-mails or faxes will be accepted.

- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representativity through the process of affirmative action.
- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

CLOSING DATE : 25 OCTOBER 2019