

The Bushbuckridge Local Municipality, which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the following **permanent** position.

## EXTERNAL ADVERTISEMENT

**DEPARTMENT: CORPORATE SERVICES,**

**LOCATION: HEAD OFFICE**

**POSITION: INFORMATION TECHNOLOGY MANAGER X 1**

**REF: (REF NO: HO/2024/01)**

**BASIC SALARY: R765,173.52 PER ANNUM.**

### Minimum Requirements:

- Grade 12 Certificate and B Degree in Information Technology.
- Four (4) years of experience in IT
- State IT environment experience will be an added advantage.
- In-depth knowledge of legislative applications, procedures, and technical principles embodied in the IT discipline.
- Valid Code B or C driver's license.
- Management Skills

### Key Performance Areas:

Reporting to the Director of Corporate Service, the incumbent will be responsible for the following functions:

- Manage the e-mail account and archives and Develop and Implement IT policies and procedures.
- Monitor day-to-day operation of network usage.
- Implement and report IT framework.
- Prevent, maintain, and update the website.
- Maintain server utilization to meet daily requirements.
- Administer all servers and backups.
- Implement the Disaster recovery plan and Business continuity plan.
- Provide IT support on directorate applications,
- Ensuring that IT standards are enforced.
- Coordinate tasks/activities associated with the provision of end-user support.
- Analyze, diagnose, and resolve software/hardware-related problems.
- Ensure optimum and uninterrupted functionality of operating systems and applications.
- Ensure compliance with legislation dealing with records management and archives.

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***Applications on the compulsory prescribed application form ([www.bushbuckridge.gov.za](http://www.bushbuckridge.gov.za)), a comprehensive CV, and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Bushbuckridge Local Municipality, Private Bag X9308, Bushbuckridge, 1280 OR hand delivery to Reception, Head Office***

*Fraudulent qualifications or documents will immediately disqualify any application. A candidate who canvasses any councillor and/or senior official for preference will be disqualified immediately from the selection process or any appointment. Short-listed applicants will be screened for criminal records and /or any pending criminal cases.*

**Closing date 28 JUNE 2024 at 16H00    Enquiries: Ms. C R Vuma (013) 065 0983**