



STEVE TSHWETE LOCAL MUNICIPALITY

A fast growing and financially sound Municipality with 229 831 citizens, situated in the middle of Mpumalanga, only 120km from central Gauteng. Moderate climate with many surrounding holiday resorts. Steve Tshwete Local Council is committed to achieve and maintain diversity and equity in employment in respect of race, gender and especially disability.

Suitably qualified candidates are invited to apply for the following position/s before the closing date of:

CLOSING DATE: 28 JULY 2017

OFFICE OF THE MAYOR

SECRETARY – MEMBERS OF THE MAYORAL COMMITTEE

DEPARTMENT: OFFICE OF THE MAYOR

POST LEVEL: 9

SALARY SCALE: R215 307/ R225 522/ R236 364/ R247 779 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: Diploma in Secretarial Administration/ Office Administration/ Business Administration/ Public Administration (NQF 5). 2 years relevant experience as a secretary, personal assistant and/or receptionist. Extensive computer Literacy (MS Office). Must be able to type accurately. Ability to work under pressure. Good interpersonal skills. Excellent verbal and written communication skills. Good organizing skills. Knowledge and experience in dealing with the public.

KEY PERFORMANCE AREAS: Render secretarial duties to the Members of the Mayoral Committee. Reception related duties, filing, typing, safe-keeping of records, keeping the mayoral diary and any other office related duties. Travel and accommodation arrangements. Meetings and catering arrangements. General administrative duties. Administrative support to members of the Mayoral Committee. Must be prepared to work extensive overtime including weekends, after hours and holidays.

REF: 0024

OFFICE OF THE MUNICIPAL MANAGER

CHIEF RISK OFFICER

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

POST LEVEL: 3

SALARY SCALE: R437 565 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing Plus Travel allowance of 850 km/pm and Cell phone allowance.

REQUIREMENTS: B. Degree in Internal Auditing/ Risk Management and Forensic Accounting. Minimum of 5 years working experience in the field of Risk management or fraud and corruption. 3 years working experience in local government. Member of the institute of Risk Management SA will be an added advantage. Valid code B Driver's License.

KEY PERFORMANCE AREAS: Manage and organize the administration of the Risk Management unit. Liaising with senior management to develop the overall enterprise risk management vision, risk management strategy, risk management policy, fraud and corruption policy and strategy, whistle blowing policy as well as risk appetite and tolerance levels for the municipality. Communicating the risk management policy, risk management strategy and risk management implementation plan to all stakeholders in the institution. Developing a risk assessment methodology that is aligned with the institution's objectives at strategic and operational levels. Coordinating risk assessments within the institution / department / division / business unit on a regular basis. Maintenance, monitoring and review of Risk Registers on a regular basis, at least quarterly. Reporting the municipal risk management progress to the Executive Management, the Risk Management Committee and to the Audit Committee on a

regular basis. Assisting management in developing and implementing risk responses for each identified material risk. Continuously transferring risk management principles and practices, through training interventions, to all stakeholders within the institution. Monitor risks that materialize against the approved Risk Appetite. Participate in the development and review of Business Continuity.

REF: 0035

SECRETARY TO THE CHIEF OPERATING OFFICER (COO)

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

POST LEVEL: 10

SALARY SCALE: R181 146/ R188 748/ R196 875/ R208 878 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: Diploma in Secretarial Administration/ Office Administration/ Business Administration/ Public Administration (NQF 5). 2 years relevant experience as a secretary, personal assistant and/or receptionist. Extensive computer Literacy (MS Office). Must be able to type accurately. Ability to work under pressure. Good interpersonal skills. Excellent verbal and written communication skills. Good organizing skills. Knowledge and experience in dealing with the public.

KEY PERFORMANCE AREAS: Render secretarial duties to the Chief Operating Officer. Diary management of the Chief Operating Officer. Reception related duties, filing, typing, safe-keeping of records and any other office related duties. Travel and accommodation arrangements. Meetings and catering arrangements. General administrative duties. Must be prepared to work extensive overtime including weekends, after hours and holidays.

REF: 0030

DIRECTORATE: FINANCIAL SERVICES

ACCOUNTANT mSCOA X3 (2 year: Fixed Term Contract)

DEPARTMENT: FINANCIAL SERVICES – BUDGET OFFICE

POST LEVEL: 6

SALARY SCALE: R317 400/ R333 546/ R350 487 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing

REQUIREMENTS: National Diploma (NQF 6) in Accounting/ Cost Management Accounting/ Local Government Finance/ Public Finance Management & Administration. 2-3 years relevant budget experience. Computer literacy in MS Office especially Excel. Must be willing to work overtime as and when required.

KEY PERFORMANCE AREAS: mSCOA implementation and budgeting. Support and contribution to the compilation of annual multi-year budget (capital and operational) and adjustments budgets in mSCOA. Verification of transactions with mSCOA chart. Assist stakeholder departments with mSCOA allocations and budgeting.

REF: 2067/ 2068/ 2069

DIRECTORATE: CORPORATE SERVICES

ASSISTANT DIRECTOR: ICT SERVICES

DEPARTMENT: ICT SERVICES

POST LEVEL: 3

SALARY SCALE: R437 565 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing Plus Travel allowance of 850 km/pm and Cell phone allowance.

REQUIREMENTS: 3 year relevant Information Communication Technology National Diploma or higher. Six (6) years relevant work experience in ICT environment of which three (3) years should in supervisory/ management capacity. Computer Literacy (MS Office) is essential.

Good Analytical, Communication and Negotiation skills. Report writing skills. Valid code B driver's license.

KEY PERFORMANCE AREAS: Develop and maintain IT Disaster Recovery Plan (DRP). Configure Fire wall. Ensure information security, Network and Information stability. Network and access violation management. Development of MSP Implementation plan. Implementation of ICT frameworks and prescripts. Coordinate ICT governance initiatives. Conduct facility and environment management. Conduct ICT Risk assessments, develop and update ICT Risk register. Coordinate ICT Audits. ICT Budget development and implementation. Provision of ICT equipment and related services. Development of ICT control documents in line with Council and other requirements. Supplier, end-user and stakeholder management.

REF: 5008

ICT INFRASTRUCTURE AND DESKTOP ENGINEER

DEPARTMENT: ICT SERVICES

POST LEVEL: 5

SALARY SCALE: R368 307/ R377 559/ R387 042 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing Plus Travel allowance of 550 km/pm and Cell phone allowance.

REQUIREMENTS: Grade 12 Plus 3 year relevant Information Communication Technology National Diploma/ MCSE and CCNA, CCNP and CCN Security. Five (5) years relevant work experience in ICT environment of which one (1) year should in supervisory capacity. Certified to configure CISCO equipment. Valid code B driver's license. The applicant will be required to work overtime/ stand by as and when required.

KEY PERFORMANCE AREAS: Configure CISCO firewalls. Configure switches, routers, servers, VLANs, VPNs, shared devices, call manager, mass storage, VoIP, pay points and hosting services for systems, hardware and applications. Server, Firewalls and Network Administration. Generate regular reports according to requests. Ensure that service requests are adhering to internal SLA and service standards. Ensure regular running of backups and backup restores. Ensure that servers are setup to deploy patches, updates and hot fixes. Ensure network and server redundancy. Coordinate ICT Projects. Manage backend infrastructure assets and ensure that there is sufficient capacity.

REF: 5124

ICT SERVER AND DESKTOP ADMINISTRATOR X2

DEPARTMENT: ICT SERVICES

POST LEVEL: 7

SALARY SCALE: R287 436/ R302 076/ R317 400 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing Plus Travel allowance of 550 km/pm and Cell phone allowance.

REQUIREMENTS: Grade 12 Plus 3 year relevant Information Communication Technology National Diploma/ MCSE or CCNA, Security + and N+ or A+ and Network +. Four (4) years relevant work experience in ICT environment of which one (1) year should be in a server environment. Valid code B driver's license. The applicant will be required to work overtime/ stand by as and when required.

KEY PERFORMANCE AREAS: Install network devices (switches, Wi-Fi, routers etc.). Configure servers (DC, WSUS, Exchange, File server, application server etc.). Configure VoIP telephones. Centrally and manually deploy updates to client's workstations, run backups and monitor updates compliance. Monitor and correct server's life and maintain accordingly. Conduct network cabling, stacking, strapping, trucking and skating. Conduct server rooms inspections and report accordingly.

REF: 5125/ 5126

ICT NETWORK AND DESKTOP TECHNICIAN X5

DEPARTMENT: ICT SERVICES

POST LEVEL: 9

SALARY SCALE: R215 307/ R225 522/ R236 364/ R247 779 p.a.

BENEFITS OFFERED: Contribution to Medical Aid, Pension Fund and Housing Plus Travel allowance of 550 km/pm and Cell phone allowance.

REQUIREMENTS: Grade 12 Plus MCSE or CCNA, Security + and N+ or A+ and Network +. Two (2) years relevant work experience in ICT environment. Ability to install and maintain servers. Valid code B driver's license. The applicant will be required to work overtime/ stand by as and when required.

KEY PERFORMANCE AREAS: Provide first line technical support. Ensure access to shared devices is provided to end-users. Installation of data projectors. Run backups. Install shared network printers. Assemble, setup, record and allocate computer, laptops, scanners and printing devices. Install network devices and configure VoIP telephones. Check update software on work stations and update accordingly. Conduct network cabling, stacking, strapping, trucking and skating. Conduct server rooms inspections. Taking care of server rooms, cleaning and strapping of cables. Monitor internet, email and network services on client's machines. Conduct network and computer diagnostics, assembly and repairs.

REF: 5127/ 5128/ 5129/ 5130/ 5131

PLEASE NOTE:

1. The appointment of a candidate is at the Steve Tshwete Local Councils' sole discretion, taking into account all relevant legislation, council policies and procedures, notwithstanding our Employment Equity goals.
2. The submission of an application gives Steve Tshwete Local Council the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers as well as academic institutions.
3. Applicants who have not been responded to within six weeks of the closing date should consider their applications unsuccessful.
4. Steve Tshwete Local Council reserves the right not to make an appointment in any or all of the above vacancies, and correspondence will only be limited to short-listed candidates.
5. Applications must be submitted on the prescribed form (available from the Municipal Offices or can be printed from Council's web site "www.stlm.gov.za") or by means of a detailed Curriculum Vitae and Covering Letter, together with certified copies of qualifications or certificates and identity document to:
Human Resources Management, P O Box 14, Middelburg, 1050.
Courier Address: Human Resources Management, Ground Floor, CNR Walter Sisulu Street and Wanders Avenue, Middelburg
Further Enquiries: Human Resources Management: Tel: (013) 249 7000.
6. Incomplete or incorrect information on an application form or CV form will disqualify an applicant
7. **Only posted or hand delivered applications will be accepted. All applications must reach the Municipality by the closing date**