VACANT POSITIONS

The West Rand District Municipality, with its seat authority in Randfontein, invites suitable qualified candidates to apply for the following vacant positions:

1. **POSITION** : **MANAGER SUPPLY CHAIN MANAGEMENT**
   JOB LEVEL : **3-2**
   REFERENCE : **11/2024**
   REMUNERATION : **R694 788 – R786 492 p.a**

QUALIFICATIONS & EXPERIENCE:

➢ Grade 12
➢ A relevant 3 year Tertiary qualification (NQF Level 7) in Supply Chain Management (SCM) / Logistics / Procurement
➢ Certificate Programme in Management Development (CPMD) / Municipal Finance Management Programme (MFMP) {28 Unit Standards}
➢ 8 years or more relevant experience covering all aspects of the relevant SCM process of which three (3) should be at middle management level
➢ Management of SCM information or having gained specialist experience in the SCM discipline in a Municipal Environment
➢ Extensive knowledge of the MFMA, SCM & National Treasury Regulations, Contract Management Framework, PFMA, PPPFA and BBBEE
➢ Computer literacy and a valid driver's license

KEY PERFORMANCE AREAS:

➢ Provide expert SCM advice, guidance and support SCM strategy;
➢ Responsible for managing information according to prescribed norms and standards;
➢ Provide support to Senior Management in ensuring that AG Findings are interpreted, aligned and effected in the SCM function
➢ Support SCM Management
➢ Manage, monitor and review policies, procedures and processes of the SCM Unit in accordance with best practice and legislation.
➢ Effectively maintain the managerial control, leadership and smooth running of SCM elements which includes demands, acquisition and logistics management.
➢ Provide qualitative SCM monthly, quarterly and annual reports.
➢ Managing relationships with strategic suppliers to obtain procurement value and ensuring continuity in the supply of goods and services.

- Ensure the development and management of employees within the SCM Unit.
- Monitor SCM risks and performance.
- Ensuring effective engagement with internal and external audit services.
- Managing and directing SCM staff and budget.
- Facilitate staff productivity and efficiency.
- Providing technical support to the Municipal Manager and CFO on SCM issues.
- Managing and providing support to Bid Committees.
- Ensuring legislative and policy compliance on SCM processes by the Municipality.
- Performing statutory functions and those delegated by the CFO and Municipal Manager.
- Perform all other relevant duties as delegated by management.

2. **POSITION** : **MANAGER INFORMATION COMMUNICATION TECHNOLOGY (ICT)**
   REFERENCE : **12/2024**
   JOB LEVEL : **3-2**
   REMUNERATION : **R694 788 – R786 492 p.a.**

QUALIFICATIONS & EXPERIENCE:

- Grade 12
- A three year tertiary qualification (NQF Level 7) in Information Communication Technology (ICT), Computer Sciences or Computer Systems Engineering
- General Management and Leadership Programme
- Experience in IT Project Management, COBIT, ITIL, MCSE will be an added advantage
- 8 years or more relevant post qualifying experience covering all aspects of the Information and technology function of which 3 years should at middle management level
- Proficient in Microsoft 365
- Proficient in the administration of a windows server environment.
- Proficient in Network administration.
- Computer literacy and a valid driver's license

KEY PERFORMANCE AREAS:

- Design, develop, implement and coordinate systems, policies and procedures and the ICT business strategy
- Ensures that an implementation action plan is reviewed and aligned to the business strategy and approved
- Plan, organize, control and evaluate IT and electronic data operations.
- Effective personnel administration to ensure that a content and productive workforce is developed and maintained in the division.

- ➤ Apply continuous 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.
- ➤ Provide support, maintenance and advice to departments of the municipality in order to establish an effective ICT usage and to provide effective service delivery.
- ➤ Control the municipality's management information systems to support management decision making and to ensure the integrity of the management information system.
- ➤ Manage ICT systems, systems development and programmes to ensure that effective systems are maintained and that it complies with regulated standards.
- ➤ Control the application of security and contingency planning to ensure the necessary protection of the ICT network and that the securities comply with and are in place for any contingency management approach.
- ➤ Ensure security of data, network access and backup systems.
- ➤ Administer and manage all ICT related tools of trade.
- ➤ Perform any other related duties as instructed by the Executive Manager Corporate Services.

3. **POSITION** : **NETWORK ADMINISTRATOR (ICT)**
   REFERENCE : **13/2024**
   JOB LEVEL : **6-5**
   REMUNERATION : **R456 324 – 569 880 p.a.**

QUALIFICATIONS & EXPERIENCE:

- ➤ Grade 12
- ➤ A three (3) year tertiary qualification (NQF 6/7) in Computer Science/ IT/ Computer Network or equivalent
- ➤ 5 years' relevant experience of which three (3) years should be hands on experience within the IT-network and server administration
- ➤ Proficient in Microsoft 365
- ➤ Proficient in the administration of a windows server environment.
- ➤ Proficient in Network administration.
- ➤ Computer literacy and valid driver's licence

KEY PERFORMANCE AREAS:

- ➤ Responsible for IT Network and Server Infrastructure design and maintenance for the WRDM.
- ➤ Maintenance of file server systems to enhance the accessibility and safety of data/files for the users.
- ➤ Responsible for the installation, support and maintenance of the IT Network and server infrastructure including switches and servers.

- Provide website/intranet support to maintain the website and to make it available to users.
- Provide strategies for new technology with intranet/PC support, to provide the most effective and current technology to users.
- Provide training for workstation software to empower staff to use software effectively.
- Support in respect of IT Network and Server related projects
- Do risk analysis and management to keep abreast with latest trends.
- Provide on-site support by continuous monitoring and analysis for speed & reliability of regional network.
- Ensure licensing compliance to operate within legal requirements.
- Assist with disaster management planning, Back-up and recovery
- Make recommendations regarding purchasing of hard- and software to be relevant, cost effective and technologically advanced.
- Application of IT procedures to be in line Council Policies.
- Administer security systems to protect network and server infrastructure and safeguard Council property by creating IT structures safe from viruses and malicious use;
  - Proficient in Patch Management
  - User Access Management
  - Support of all internal systems
  - Report to the ICT Manager through compilation of statistics, reports etc.
- External influence with relevant stakeholders.
- Perform any other related duties as instructed by the Manager: ICT.

BENEFITS   :   As applicable to local government officials

CLOSING DATE   :   27 May 2024 @ 12:00

PLEASE NOTE:

1. Applications for the above position be accompanied by a detailed CV with originally certified copies of qualifications, ID document, valid driver's license and a fully completed application form which is available on the WRDM website, www.wrdm.gov.za. No incomplete, electronic / faxed or late applications will be considered.
2. Fraudulent qualifications or documents will immediately disqualify any application.
3. Applicants who are not invited for any interviews should regard their application as unsuccessful.
4. The Council is an equal opportunity employer and subscribes to an employment policy that is non-racial, non-discriminatory, and non-sexist and based on merit.
5. Shortlisted candidates will undergo criminal, credit and/reference checks as well as qualification verification.

6. The WRDM reserves the right not to make an appointment.
7. Enquiries: Human Capital on (011) 411-5095/5031/5102

Applications must be hand delivered for the attention of the Manager: Human Capital, West Rand District Municipality, cnr Sixth & Park Streets in Randfontein Monday to Friday between 07:30 and 16:00 up to the closing date. A container for hand-delivered applications will be placed at the Human Capital Unit or posted to Private Bag X033, Randfontein, 1760

MF KOLOI
MUNICIPAL MANAGER