

Waterberg District Municipality is an equal opportunity employer subscribing to the Employment Equity Act, and hereby invites applications from suitably qualified persons to fill the under-mentioned posts: Women and disabled persons are encouraged to apply.

**CORPORATE SUPPORT AND SHARED SERVICES
NETWORK ADMINISTRATOR**

**INFORMATION COMMUNICATION AND TECHNOLOGY | REF: 4/3/1 PF-NET-ADMIN/20
SALARY: R475 824 (Basic Salary per annum excluding Municipal Employee Benefits)**

REQUIREMENTS: •Grade 12 and National Diploma in IT or Network Engineering or Microsoft Certified System Administration Certificate and Microsoft Certified System Engineering Certificate •A minimum of 3 years' working experience in municipal IT management systems •Valid driver's licence (Code 08).

KNOWLEDGE AND COMPETENCIES: •Good interpersonal, report writing, research and communications skills •Must have knowledge of project management, data management, network technology and networking standards relevant to IDP, PMS, Budget processes, municipal legislations and value chain analysis •Ability to deal with confidential information •Be able to work independently, long hours and under pressure when necessary to meet deadlines.

KEY RESPONSIBILITIES: •Manage and provide first line Network Support •Analyse and provide recommendations pertaining to the information systems hardware, software and capacitates end-user on specific applications •Responsible for supervising subordinates in the ICT Section •Develop, implement and monitor ICT and security policies •Manage and provide support associated with capability of application networks, servers, software, peripheral devices, connectivity and functionality devices •Responsible for monitoring bandwidth •Installation of new systems and software •Ensure that users' equipment and software in the municipality are kept up to date to keep abreast with new technology •Ensure that the latest anti-virus software, patches and fixes are loaded on the servers as well as user's computers •Ensure that internet security, network security and physical security measures are taken against malicious harm and theft •Ensure that network printers are fully operational, shared for specific users and configurations are set for optimal printing •Manage the effective backups and ensure that backup strategies are implemented •Perform day-to-day network maintenance, check graphs and monitor the overall health of the network functions.

**BUDGET AND TREASURY OFFICE
MUNICIPAL FINANCE MANAGEMENT
INTERNSHIP PROGRAMME X 2**

**FINANCIAL MANAGEMENT INTERN | REF: 4/3/1 -PF MFMIP/002/12/2020
(TWO-YEAR INTERNSHIP CONTRACT)**

SALARY: R 100 000.00 (per annum) an all inclusive package

REQUIREMENTS: •Applicants must possess a three-year BCom Degree / Diploma in Financial Management (Economics, Accounting or Finance) including either Risk Management and/or Auditing, amongst others •No experience required •The intern will work closely with the Chief Financial Officer.

The intern will sign an internship agreement which is in addition to the employment contract. The effect of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35.

INTERNSHIP OVERVIEW: •The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office which is governed by the Municipal Finance Management Act, Act 56 of 2003 and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and University of Technology training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Minimum Competency Regulations, Gazette 29967 of June 2007.

KEY PERFORMANCE AREAS INCLUDE: •Implementation of GRAP and Budget Reforms •Financial and Performance reporting •Change, Risk and Project Management •Expenditure and revenue management •Supply chain/procurement management •Implementation of the Municipal Finance Management Act •Asset Management.

All applications must be submitted on an official Waterberg District Municipality's application form that is downloadable on our website: www.waterberg.gov.za or obtainable from the reception desk. The form must be accompanied by a detailed updated CV, recently (not older than 3 months) originally certified copies of qualifications, ID, driver's licence and a signed covering letter that indicates the position you are applying for and must be sent by post to: The Acting Municipal Manager, Waterberg District Municipality, Private Bag X1018, Modimolle, 0510 or hand-delivered at the Waterberg District Municipality, Harry Gwala Street, Registry Section, Room 27. Faxed, e-mailed, late applications and those without the relevant accompanying documents will not be considered.

NOTE: Qualifications, employment background checks and security vetting (criminal check) will be done for all the successful candidates.

Further enquiries may be directed to Ms R.P.T. Makibelo, tel. 014 718 3367 or Mr J. Matlou, tel. 014 718 3339 during office hours.

CLOSING DATE: 07 FEBRUARY 2020 AT 16H15

Correspondence will be limited to short-listed candidates only. Should you not be contacted within 90 days of the closing date please consider your application unsuccessful.

The Waterberg District Municipality reserves the right not to appoint or fill the advertised posts.

MZ NAMATE - ACTING MUNICIPAL MANAGER



WATERBERG MUNICIPALITY