



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals

POSITION: NETWORK ADMINISTRATOR
DIRECTORATE: CORPORATE SERVICES
DIVISION: INFORMATION & COMMUNICATION TECHNOLOGY (ICT)
SECTION: NETWORK & TELECOMS
BASIC SALARY: R 377 561.45 – R 490 100.78 (T12) Per Annum + MUNICIPAL BENEFITS
ALLOWANCES: TRANSPORT, CELL PHONE AND DATA
REF NO: NOTICE: 135 of 2024

QUALIFICATIONS AND EXPERIENCE: • Grade 12 • 4 Years' relevant experience • Relevant Professional ICT Qualification • CompTIA A+ • CompTIA Network+ • Cisco Certified Network Associate CCNA 200-301.

REQUIREMENTS AND SKILLS: • Understanding of all aspects of ICT (Information, communication technology and systems); Strategic thinking and problem solving with out of the box solutions is vital • knowledge of existing hardware infrastructure; MikroTik, Aruba Switches, UTM Firewalls • RF Communication (2-Way Radio, Long Hall Wireless and Supervisory Control and Data Acquisition Systems • Knowledge of existing software infrastructure; MikroTik Software suite, UTM Firewalls Software and OSPF Routing protocol • Able to work from heights and thus assess the risk related to this type of work • People Skills are vital for all aspects of the position as dealing with council, management, sub-ordinates and the public is part of the daily operations • Valid Code B Drivers' license with reliable transport • Computer literacy • Proficiency in at least 2 of the official languages of the Western Cape • Strong written and verbal communication skills including listening.

PREFERRED QUALIFICATIONS, EXPERIENCE, REQUIREMENTS & SKILLS: • 6 Years' experience as a Network Engineer and 2 years' experience as an Enterprise Network Administrator • ITIL 4 Edition Foundation • Fall Arrest Technician • Basic Fall Arrest Rescue • Radio Frequency Awareness • Hazard Identification and Risk Assessment (HIRA) • Climbing Equipment Inspection Technician • Fall protection planner • Health and Safety Representative (SHE) • Knowledge of existing hardware infrastructure; Cisco Routers, HPE Switches, HP Switches, Ubiquity Unifi Product Suite, Fortigate Firewall, Cambium Wireless, IP Cameras (Hikivision) • Knowledge of existing software infrastructure; Ubiquity Software Suite, FortiGate, Hikivision IVMS.

FUNCTIONS & RESPONSIBILITIES: • Administer, manage and maintain effective networks, applications, software and platforms in a virus-free, secure and reliable environment • Establish a safe impenetrable virus-free and trustworthy regional network and PC basis • Provide administrative, maintenance and support for the entire Municipality • Ensure effective functioning of essential LAN, WAN and wireless network connected devices through effective management and monitoring • Ensure secure data transfers as per the ICT security policies • Provide and deliver economic and effective ICT infrastructure to support ICT services that is align to the ICT strategic plan • Ensure timely recovery in cases of disaster or hardware and software failures • Ensure the network availability and security of data and information technology services, • Improve the capabilities if staff, saving costs of outsourcing services; Ensure personnel are capacitated and capable of performing at acceptable levels, deviations addressed and corrective measures implemented to sustain productivity and efficiency • Core technology competencies Mikrotik, Ubiquity, Fortigate, HP • Core knowledge competencies OSPF, QOS, VLANS, Security Principles, Disaster Recovery.

COMPETENCIES REQUIRED

Core Professional Competencies

- **Business Communication:** Demonstrates the ability to involve customers in scoping and implementing solutions to ensure successful outcomes.
- **Organisational Awareness:** The ability to understand the key drivers in the sector and the municipality and to apply this understanding to meet the service delivery objectives and challenges.
- **Consulting:** The ability to understand stakeholder needs and dynamics and to build capacity within the target audience through the ability to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.
- **Planning and Organising:** The ability to plan and organise the work unit using goal setting, objectives, targets, creating work schedules and work plans with associated resources and budgets, according to the municipality's procedures to achieve the tasks, functions, results of the work unit.
- **Monitoring and Control:** The ability to monitor the results of delegations, assignments, or projects, considering the skills, knowledge, and experience of the assigned individual and the characteristics of the assignment or project.
- **Negotiation:** The ability to achieve the desired objectives and agreements through interactive discussion with either internal or external parties. Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.
- **Oral Communication:** The ability to articulate complex concepts in an understandable, convincing manner.
- **Written Communication:** Communication of complex information in a manner that is understandable (language and format) to the specific audience.

Functional competencies

- **Information Strategy:** Ability to develop strategies for the management and storage of electronic content.
- **Advice and Guidance:** Ability to provide advice and guidance on specific aspects of IT.
- **Business and IS&T Planning:** Develops plans around security, information assurance and the innovative implementation of strategic information systems.
- **Technical Strategy and Planning:** Demonstrates an ability to develop technical strategy for the organisation and to plan the rollout of appropriate systems.

- **Business Change Management:** Demonstrates sensitivity to change management issues and develops strategies to ensure successful IT implementations.
- **Data Conversion:** Demonstrates technical expertise in structured and unstructured data storage.
- **Operations:** The ability to implement differing levels of operational services, plans and strategies to ensure that IT infrastructure and applications are functional.
- **Installation and Integration:** The capacity to install specific hardware and software solutions in different environments.
- **User Support:** The ability to interact with IT users, pre-empt problems and risks and resolve issues as they occur.

Public Service Orientation Competencies

- **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside of the municipality.
- **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.
- **Service Delivery Orientation:** The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.

Personal Competencies

- **Action and Outcome Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable.
- **Resilience:** The ability to respond constructively to pressure/stress situations and the ability to persist goals despite obstacles and setbacks.
- **Cognitive Ability:** The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'.
- **Learning Orientation:** The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.

Management/ Leadership Competencies

- **Impact and Influence:** The ability to inspire a positive attitude in others and can influence others effectively.
- **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.
- **Direction Setting:** The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals.
- **Coaching and Mentoring:** The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent.

Work related enquiries can be directed in writing to the Manager: ICT, Mr. G Gresse, at e-mail: ggresse@plett.gov.za or 044 501 3131. For general enquiries contact Ms. L Clark or Mr. J Abroue on telephone no: 044 501 3418.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted and their qualifications, credit and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be posted /hand delivered to the Human Resources Section, Bitou Municipality, Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

Please Note:

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
3. Submit separate applications when applying for multiple posts and quote reference number.
4. **Preference will be given to local residents before considering candidates outside the Bitou Municipal Area**

DR. R LINKS

ACTING MUNICIPAL MANAGER

CLOSING DATE: 21 May 2024 @ 14h00

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful. **Bitou Municipality reserves the right not to make any appointment and to re-advertise before a shortlist is compiled.**