



BITOU LOCAL MUNICIPALITY

Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals. Preference will be given to candidates residing within the Bitou Municipal Area.

POSITION: IT TECHNICIAN
DIRECTORATE: COMMUNITY SERVICES
DIVISION: LIBRARY AND INFORMATION SERVICES
SECTION: IT SUPPORT
BASIC SALARY: R 251 432, 17 – R 326 363,01 Per Annum (T9) + MUNICIPAL BENEFITS
(Subjected to TASK Evaluation)
Reference No.: Notice 369 of 2024

QUALIFICATIONS & EXPERIENCES: Relevant professional ICT qualification • 2-3 years relevant experience.

REQUIREMENTS AND SKILLS: • Understanding the aspects of ICT (Information, Communication and Technology) and its Databases, as well as Software Programming • Ability to communicate in at least two of the three official languages in the Western Cape Province • High level of responsibility • Good interpersonal and communications skills • Ability to give attention to detail • Ability to work under pressure and independently • Must be able to work after normal office hours, during emergencies and planned overtime .

FUNCTIONS & RESPONSIBILITIES: • Co-ordinates specific sequences associated troubleshooting and problem solving application problems and installs new software and/ or hardware • Performing upgrades and repairs to components/ peripheral devices • Attends to specific sequences associated with solving application problems and providing help desk/support services ensuring network connectivity to users • Maintaining record of daily data communication transactions, problems and remedial action taken and installation activities • Attending to the deployment of computers and associated peripherals including new installations and the redeployment of existing equipment • Analyses and provides recommendations pertaining to the information systems hardware/ software and/ or capacitates end-user on specific applications • Co-ordinates and controls the tasks/ activities of personnel and allocates and prioritizes outcomes • Performs specific administrative activities associated with the functionality • Keeps abreast of developments, emerging trends and latest technologies in the profession.

COMPETENCIES REQUIRED

1. CORE PROFESSIONAL COMPETENCIES

- **Business Communication:** Supports internal and external communications process for business change management programmes
- **Organizational Awareness:** Operates within the municipality's policies and procedures;
- **Consulting:** Understand stakeholder needs and dynamics and to build capacity within the target audience
- **Planning and Organizing:** Sets goals and objectives relevant to the function and focuses on the customers' needs
- **Monitoring and Control:** Reviews progress and shares information and gets feedback on results from those directly involved
- **Negotiation:** Understands negotiation methodology and processes
- **Oral Communication:** Effectively and appropriately advocates positions orally within municipality as per the generally accepted information systems and technology practice
- **Written Communication:** Displays numerical, alphabetical and written accuracy

2. FUNCTIONAL COMPETENCIES

- **Information Strategy:** Able to analyse information structure (including logical analysis of data and meta-data)
- **Advice and Guidance:** Provides advice and assistance in any area associated with the planning, procurement, provision, delivery, management, maintenance.
- **Business and IS&T Planning:** Ensures protection of systems and information in storage, processing or transit (assurance of information);
- **Technical Strategy and Planning:** Provides direction and guidance on all technical aspects of the development or modification of information systems
- **Business Change Management:** Manage change and assistance with implementation
- **Data Conversion:** Designs output reports for communication to stakeholders
- **Operations:** Investigates and resolves problems users are experiencing with hardware or software
- **Installation and Integration:** The capacity to install specific hardware and software solutions in different environments.
- **User Support:** ability to interact with IT users, pre-empt problems and risks and resolve issues as they occur

3. PUBLIC SERVICE ORIENTATION COMPETENCIES

- **Interpersonal Relationships:** Accurately captures others' expectations, ideas and concerns
- **Communication:** Organises and presents own perspective in logical manner
- **Service Delivery Orientation:** Professional in interaction with the public and stakeholders

4. **PERSONAL COMPETENCIES**

- **Action and outcome orientation:** Drive to meet deadlines and initiates contact with others.
- **Resilience:** Responds constructively to adverse situations and has calming influence on others
- **Cognitive ability:** Demonstrates logical, consequential thinking and develops new ways to solve problems
- **Learning orientation:** Understands own strengths and weaknesses and takes action to close knowledge / skills gap

5. **MANAGEMENT COMPETENCIES**

- **Impact and Influence:** Commands respect from peers and managers
- **Team Orientation:** Shows initiative and confidence in dealing with others
- **Direction Setting:** Sets out work for others in a well-planned and organised manner..
- **Coaching and Mentoring:** Sets challenging tasks that stretches individuals' abilities and self-confidence

Work related enquiries can be directed to the Manager Library Services, Mr. T Twani at email ttwani@plett.gov.za or on tell: 044 501 3183.

For general enquiries contact Ms L Clark 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 copies of Identification documents, qualifications, and driver's license must accompany the application form and must be hand delivered/couriered to the Human Resources Section, Bitou Municipality, 1 Sewell Street, Plettenberg Bay or posted to 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. Please complete the Reference Checking Consent & Authorization Form which is available on the Municipality's Website. (*Compulsory*)
3. **LATE APPLICATIONS** will not be considered. Canvassing of Councillors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
4. Submit separate applications when applying for multiple posts and quote reference number.

M MEMANI

ACTING MUNICIPAL MANAGER

CLOSING DATE: 23 October 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.