

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals for the following vacancy:

WEBSITE & IT ADMINISTRATION SUPPORT TECHNICIAN IT SECTION DIRECTORATE FINANCE

TASK LEVEL 8

R147 216 to R191 064 (Basic Salary)

R247 063 to R304 009 (Total cost to Council Package)

KEY PERFORMANCE AREAS OF POST:

- Content management of the municipality website
- Helpdesk call logging, support and administration
- PABX system management (Telephone system, including Voice over Internet Protocol (VOIP) Phones)
- Leave Management (IT Staff)
- Maintaining the IT risk register
- IT project administration
- Change management administrator
- Logging and reporting on all jobs
- Administration of backup media
- Supply chain management support
- Track IT asset register

MINIMUM QUALIFICATIONS & EXPERIENCE

- Grade 12 certificate or equivalent
- Practical experience troubleshooting IT user issues
- Experience administrating a website CMS (e.g. Wordpress, Joomla etc.)
- Organised and able to balance multiple tasks / priorities
- A formal qualification in the fields of project management, risk management or business analysis will be advantageous
- A passion for IT
- Effective verbal and listening communication skills
- Ability to work with clients
- Ability to work unsupervised
- A valid Drivers Licence

All applications will be considered but in terms of its Employment Equity Plan the Municipality would prefer to appoint an African, Coloured, Indian or White Female or an Indian Male if a suitable candidate in that category can be identified.

To apply applicants **MUST** complete a Knysna Municipality Application Form and submit a detailed up-to-date CV, Covering Letter with an exposition of training, experience, competencies and previous employment record and certified copies of qualifications.

Application forms are obtainable from Reception at the main Municipal Offices in Clyde Street, Knysna and Municipal website: www.knysna.gov.za.

Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: knysna@knysna.gov.za.

CLOSING DATE: 10 FEBRUARY 2017

Please note: If you receive no notification regarding this advertisement within one month of the closing date, please assume that your application was unsuccessful.

J B DOUGLAS

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.