

EXTERNAL CIRCULATION

DIRECTORATE: FINANCIAL SERVICES
POST DESIGNATION: SENIOR OPERATIONS ENGINEER - George
(Permanent)
WC0443459
REFERENCE: 3047668

Salary: R445 728 - R578 580 (T13)
Additional Service Benefits: Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th Cheque and Group Life Insurance
Perks: Cellphone (subject to prescribed requirements)

MINIMUM REQUIREMENTS:

5-8 years' relevant experience required of which 2 must be at senior level.
Relevant professional ICT qualification.
Code B Driver's License

COMPETENCIES:

Core Professional Competencies: Business Communication, Organisational Awareness, Consulting, Planning and Organising, Monitoring and Control, Negotiation, Oral and Written Communication.
Functional Competencies: Information Strategy, Advice and Guidance, Business and IS&T Planning, Technical Strategy and Planning, Business Change Management, Data Conversion, Operations, Installation and Integration and User Support.
Personal Competencies: Action and outcome orientation, Resilience, Cognitive ability and Learning orientation.
Management / Leadership Competencies: Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring.

KEY PERFORMANCE AREAS:

Ensure that all activities, projects and assignments are monitored, deviations addressed and corrective measures introduced to curb non-conformance, poor quality and performance to achieve the required objectives and cost parameters.
Ensure a stable, secure, efficient and consistent delivery of ICT (infrastructure operations and support services) to meet the short and long-term needs of the Municipality.
Manage, maintain and administer computer networks and related computing environments including systems software, applications software, hardware and configurations.
Manage user identity and security management.
Manage and support e-mail systems and users.
Manage, maintain and support all servers.
Ensure accurate preparation of estimates to meet the required objectives, quality and service standard delivery.
Ensure contractual terms and conditions entered and agreed to are complied with and without any risk to the Council.
Ensure acceptable performance levels are sustained to reach the required objectives.
Perform disaster recovery operations and data backups.

SPECIAL CONDITIONS ATTACHED TO THE POST:

The duties listed in this job description are not exhaustive, and the employer is entitled to instruct the employee at any time to carry out additional duties or responsibilities which fall reasonably within the ambit of the job description, or in accordance with operational requirements.
Perform standby duty.
On-call availability and periodic overtime.

High level of integrity required.
Confidentiality, keeping information confidential.

PROBATION PERIOD: 6 months

ENQUIRIES: Bevan Ellman (044 801 9152)

Applications must be submitted **electronically** on the E-recruitment site, which can be found on the George Municipality website, www.george.gov.za, under **Job Portal**. Applicants must register and apply online before **[2024-03-25]** at 16:30pm.

Please Note the following when applying on the Portal:

- Applicants must please ensure to follow the Assisting Guidelines that can be accessed on the website under Job Portal, before completing their online application.
- Applicants should check and verify their current status or the progression of their application, by referring to their "Inbox" tab on the Portal.
- Please ensure that all the information on your profile is correct and all the necessary documents are attached, prior to submitting your job application.

Applicants must complete all the mandatory profile fields honestly and thoroughly. Please ensure the following documents are submitted under the correct field titles:

- A comprehensive CV (Stipulating full employment history-title of position held, time periods and duties).
- All applications must be accompanied by certified copies (not older than 6 months), by a Commissioner of Oath.
- All relevant Qualifications and Identity document must accompany your application. Driver's license and registration with a professional body must accompany your application only if applicable.

Only online applications will be accepted.

The turnaround time for assistance with any portal related challenges is two (2) working days. Applicants are urged to register and apply well in advance.

Disqualification:

Please note that the following will lead to disqualification:

Non-submission of required documents or submission of fraudulent documents.
Canvassing of Councillors and/or officials.
Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under-represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: [2024-03-25] AT 16:30PM

