



## EXTERNAL NOTICE NOTICE 46 OF 2025

The Oudtshoorn Local Municipality, which includes the towns of Oudtshoorn, De Rust and Dysselsdorp, is situated in the heart of the Little Karoo in the Western Cape. The Municipality strives to provide the best possible services and facilities to its residents, business community, industries, and hospitality and tourism sectors.

Candidates with the minimum requirements, necessary integrity and excellent track record may apply for the following position(s) to enhance the town's vision of prosperity for all. **Applicants with a criminal record check report not older than six (6 months are requested to attach the outcome report to their application. Applicants with no criminal record check report are requested to attach proof of application for criminal record check to their application.**

**1 X SENIOR MANAGER: ICT  
DEPARTMENT: FINANCIAL SERVICES  
DIVISION: INFORMATION TECHNOLOGY  
T17 (R784,850 – R1,018,802)**

**PERMANENT  
OUDTSHOORN STATION  
REF: (WC/045/FS/FS/086)**

### REQUIREMENTS

- Relevant professional ICT qualification at NQF 7 level
- 8 years or more relevant post-qualifying experience covering all aspects of the Information and technology function, of which 3 years should be at management level
- Valid Code B driver's license
- Computer literacy (Excel, Word, Power Point, outlook, etc.) essential
- Proficient in two of the three official languages of the Western Cape

### KEY PERFORMANCE AREAS

- To provide strategic guidance on ICT matters to ensure effective and secure system policies and procedures are critical governance tools. Policies dictate the rules; procedures explain how these same rules are practically applied. Policies and procedures set expectations for behaviours and activities, as well as provide mechanisms to enforce these expectations.
- To ensure a highly effective ICT department that delivers a reliable service in satisfying the needs of



the end users.

- To ensure and provide a first-class service to all departments for them to provide effective and efficient service delivery to the Municipality and the community.
- Manage and coordinate maintenance of the internal and public website.
- Ensuring a good technical specification platform is established as well as the development of time management and an accurate supply of correct information/data are available.
- To ensure that accurate data is made available that provides more meaningful business information that enhances and enables strategic decisions.
- To provide a fully operational LAN, WAN/wireless, radio network that users would be able to access critical business systems, communicate, use the internet or the telephone.
- To ensure that accurate estimates are prepared in relation to requirements enabling the Municipality to contribute positively towards meeting ICT objectives and sustaining the quality and standards of service delivery. (Compiling the ICT Budget for the section and ICT needs of the Greater Municipality).
- To deliver economic and effective ICT services that align with the ICT strategic plan.
- To ensure contractual terms and conditions entered, and agreed to, are comply with and specific responsibilities discharged accordingly without any risk to the Council.
- To ensure timely recovery in cases of disaster or hardware and software failures and to ensure the availability, continuity, and security of data and information technology services
- To ensure that robust cybersecurity measures are in place to protect the municipality's data and systems from cyber threats.
- To conduct regular security audits and vulnerability assessments.
- To engage with internal and external stakeholders to understand their ICT needs and ensure these are met.
- To provide training and support to staff on new systems and technologies.
- To ensure all ICT activities comply with relevant laws, regulations and standards.
- Stay updated on changes in ICT regulations and ensure the municipality's practices are aligned
- To establish key performance indicators for the ICT department and to regularly monitor and report on these
- To use data analytics to drive continuous improvement in ICT services.



## COMPETENCIES: INFORMATION TECHNOLOGY COMPETENCY FRAMEWORK - Level 4

- **Core Professional Competencies:** Business Communication, Organisational Awareness, Consulting, Planning and Organising, Monitoring and Control, Negotiation, Oral Communication, 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, User Support
- **Public Service Orientation Competencies:** Interpersonal Relationships, Communication, Learning Orientation
- **Personal Competencies:** Action and outcome orientation, Resilience, Cognitive ability, Learning Orientation, Accountability and ethical conduct
- **Management/Leadership Competencies:** Impact and Influence, Team Orientation, Direction Setting, Coaching and Mentoring

Candidates must be willing to be subjected to an interview. They must also be aware that previous employers and recent references may be contacted, and their qualifications, credit and criminal records be verified. The appointment will be subject to the signing of an employment contract and performance agreement and disclosure of benefits and interest.

### BENEFITS:

The Council offers competitive benefits such as a housing subsidy, a thirteenth cheque, pension fund, medical aid fund, a study assistance scheme and the transport of furniture under certain conditions. The successful candidate will participate in the car user perk scheme and or receive a car allowance and will also receive a cell phone allowance.

Application must be on the official application form of the Oudtshoorn Municipality and a covering letter accompanied by a comprehensive curriculum vitae and certified copies of qualifications and identity document (not older than three (3) months) as well as particulars of at least three recent contactable references, must be submitted to **HR MANAGER: Support Services, Department Corporate Services, P.O. Box 255, Oudtshoorn, 6620** (submit applications to Recruitment & Selection section), Oudtshoorn Municipality, Voortrekker Road, Oudtshoorn. Application forms can be downloaded from our website, [www.oudtshoorn.gov.za](http://www.oudtshoorn.gov.za).



**CLOSING DATE: 28 March 2025 at 12:00**

**Please Note:** Canvassing will result in automatic disqualification. If you have not been contacted within 30 working days after the closing date of this advertisement, you may assume that your application was unsuccessful. Curriculum vitae will not be returned. The council will make appointments in line with its employment equity plan and

reserves the right not to make an appointment. No applications sent via e-mail/late applications will not be considered. Any misrepresentation in your application will lead to automatic disqualification.

**MR. M. YEKANI  
ACTING MUNICIPAL MANAGER**

***Date published: 13 & 14 March 2025***

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