

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

**DIRECTORATE CORPORATE SERVICES**  
**INFORMATION AND COMMUNICATION TECHNOLOGY SECTION**  
**MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY (REFERENCE: COR 27)**  
**HEAD OFFICE - PERMANENT APPOINTMENT - CERES**

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

**Requirements:**

- Relevant professional ICT Degree (NQF Level 7)
- 8 years of which 4 years must be with managerial experience.
- A valid Code B Driver's License
- Computer literate in MS Applications.
- The physical attributes required for the performance of tasks associated with specific key performance areas in this post necessitate that the incumbent be physically fit and able-bodied
- Must be able to perform under stressful circumstances.
- The responsibility for the municipal information, communication, and systems to be fully operational constantly in order to enable the municipality to provide essential services.
- Be available after normal office hours.
- Must be able to perform under pressure at certain deadlines.
- Good managerial, interpersonal, and communication skills.
- Be able to work independently and in a group context.
- Projects and other software programs in use by the Municipality.
- Good writing skills and good technical report writing skills.
- Planning and organizing skills, negotiating skills, and must pay attention to detail.
- Must be ethical, trustworthy, and responsible with an impeccable record and with a high level of integrity required.
- Ability to work under stressful and pressuring circumstances and ability to deal with conflict situations
- Fluent in at least 2 of the 3 languages spoken in the Western Cape: Afrikaans, English, or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position, whereby the employer reserves the right to institute a performance management program.

**Competency**

COMPETENCY REQUIREMENTS OF THE POST		
No	Category	Competency
1.	Core Professional Competencies	Conceptual Thinking; Organisational Awareness; Attention to Detail; Monitoring and Controlling, Planning and Organising
2.	Functional Competencies	People Management: Professional/ Technical Proficiency
3.	Public Service Orientation Competencies	Interpersonal Relationships; Communication; Service Delivery; Orientation; Client Orientation and Customer Focus
4.	Personal Competencies	Action and Outcome; Orientation Resilience; Change Readiness; Learning Orientation; Accountability and Ethical Conduct & Problem Solving
5.	Management / Leadership Competencies	Impact and Influence; Team Orientation; Coaching and Mentoring; Strategic Capability and Leadership

**Duties:**

- Strategic Management Tasks and Decisions by communicating the vision and mission of the Section to subordinate personnel and devising and implementing new operating and functional policies enforced in the area of jurisdiction
- Forward Planning by identifying and defining the immediate, short, and long-term objectives/plan associated with the provision and

maintenance of the Information Technology Architecture and Operating Infrastructure and keep abreast of technological developments in the Information Technology and Communications environment with specific emphasis on improving networking, accessibility, and performance of systems, applications, and tools.

- Procedures, Systems, and Controls by managing the implementation of specific procedures, systems, and controls to guide operational requirements, user interface, and system applications, and evaluating and reviewing the ICT Strategy and Master Systems Plan.
- Legal and Statutory Requirements by managing and monitoring the implementation of procedures and systems associated with legal and statutory requirements and managing and keeping the operational activities of the Division ICT in a safe and operational state.
- Compliance Management by managing and enforcing compliance with regulatory codes in the execution of operational sequences with specific claims.
- Disaster Recovery and Business Continuity by formulating and implementing the ICT disaster recovery plan (DRP) and ensuring it is operational and reviewing and updating the DRP regularly with regard to changing circumstances.
- Technology, Communication, Systems, and Data Research by prioritizing future Information Technology needs with regard to municipal objectives and evaluating and analyzing systems and making recommendations to Management and Council to ensure that informed decisions may be taken.
- Budgetary Financial Management and Control by calculating and projecting budgetary requirements and financial implications of projects and operational activities. And compile capital expenditure requirements and programs and submit them to the immediate superior for inclusion in estimations.
- Tender Management by managing, compiling, and approving tender documentation, specifications, tender conditions, designs, drawings, schedules of quantities, and determining policy on infrastructure provision-related matters, and preparing policy documents for approval by Council.
- Contract and Project management by managing the formulation of specific contracts, tender documents, and controlling contractual obligations, and guiding, drafting, adjudicating, and reporting on processes with regard to contracts and tenders.
- Relationship Management and Communication by disseminating functional and operational information on the immediate, short, and long-term objectives and current developments, problems, and constraints, and coordinating the set-up and implementation of Forums to serve as an avenue to facilitate functional information and receive comments.
- Personnel Management by monitoring the attendance, leave, and operational readiness of personnel in the Section and scheduling, distributing, and verifying the daily responsibilities of personnel.
- Performance Management by directly controlling the key performance indicators and outcomes of personnel within the ICT Section, by managing the outsourcing of components of legal work by referring it to external service providers.
- Operational Management by Direct control of the professional, technical, and operational outcomes related to the provision of support and quality service delivery, evaluating the adequacy of end-user support structures, and attending to the implementation of corrective measures to address deviations from norm in respect of response time.
- Administration and Communication by managing all administrative and reporting procedures associated with key performance and result Indicators of the Section, and participating in various meetings (Council, internal and external Forums), and providing advice, comments, and opinions on matters affecting or concerning the functionality of the Section.

### **Salary: R 691 969.89 per annum (Post level T16 of a Grade 4 Municipality)**

Interested candidates must complete an official application form, which is obtainable on our website: [www.witzenberg.gov.za](http://www.witzenberg.gov.za) or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references **(with email address of referent – the referent must be work-related)** to the Human Resource Manager, PO Box 44, Ceres, 6835, or Fax to 023 – 3161877 or E-mail to: [admin@witzenberg.gov.za](mailto:admin@witzenberg.gov.za). For further inquiries, you may contact Mr H Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

### **Closing Date: 25 NOVEMBER 2025 BEFORE 12H00**

**Please note:** Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

**Please state the reference number on your application**

**(Witzenberg Municipality fully supports and encourages designation groups to apply (in terms of the Employment Equity Act))**

Municipal Manager  
D Nasson  
04/03/22

05 NOVEMBER 2025