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## ADVERTISEMENT

**BLOBERG MUNICIPALITY hereby invites suitably qualified persons to apply for the following vacant positions:**

### **CORPORATE SERVICES DEPARTMENT**

#### **IT Specialist – Manager IT**

**Basic salary: R261 393.03 – R 314 908.39 pa**

**Requirements:** Grade 12. IT diploma / equivalent qualifications in IT .Candidates with experience in Office 365 cloud and hybrid systems, previous experience in implementing Document Management software and server will an added advantage.

**Competencies:** Network Enhancement & Implementation\*Network Management\*Disaster Recovery Plans\*Server Management\*OS Administration Vendor Management\*Asset Tracking/ Up-date\*Software Implementation Skills Project Management\*Team Management\*Adaptability\*Analytical Ability\*Proactive\* Ability to set up to Setup, manage, trouble shoot and maintain VOIP based PABX system, Candidates with experience in ELASTIX/Asterix and Lync server will be preferred. Configuration of VOIP phones. Billing engine set up and report generation user wise log of calls made.

#### **Skills and abilities:**

Able to Setup, manage, trouble shoot and maintain both wired and wireless networks in the offices, LAN, WAN topology and configurations, Switches and router configuration, UTP cabling etc. Installation, Configuration and Maintenance of ADSL Routers for Internet Connectivity and Routing.

Maintenance of Broadband, Dial-Up Connection, Internet Connection Sharing and NAT, Remote System Maintenance in LAN & WAN, NAS, static IP's.

Set up inter floor connectivity between offices and maintain auto switching of Access Points and single Wi-Fi key. Able to Setup, manage, trouble shoot and maintain mail servers Microsoft Exchange 2007, 2010.Able to set up to Setup, manage, trouble shoot and maintain Windows Server 2003, 2008, active directory and Virtualization technology Hyper-v. Managing Active Directory, Domain control, child domain on Windows Server 2003, 2008 2012.Working in a Multiple Domain Environment, create trusts relocation ship with two domain Manage User Account ,Profiles, Group Policy and System Policy. Assigning Delegation control & Permission in Active Directory. Well versed in managing IT infrastructure, solving day to day staff IT problems relating to hardware and software. Ability to Create and execute plan to meet long term IT objectives of the company like data backup, data security, document creation, management and access control. Responsible for overall management of the IT assets of the Municipality both hardware and software. Be well versed with Installation, Configuration and Maintenance of DHCP, DNS, proxy ,FTP, print server, firewall, VPN, corporate anti-virus systems and server, WSUS

server Updating new patches release by Microsoft in all predication server. and client system. Be well versed with Installation, Configuration and Maintenance of File server. Have excellent hardware skills including assembling a pc, printer toner changing, troubleshooting hardware etc, Working experience on HP, IBM & Dell Servers. Data synchronisation and backup between in office, and out of office users and between offices in different locations and countries.

Procure & Maintain hardware and software for the group's requirements. Maintain Server, Client licensing and Microsoft License inventory.

## **MUNICIPAL MANAGER'S OFFICE**

### **MANAGER: OFFICE OF THE MUNICIPAL MANAGER**

**Basic salary: R261 393.03 – R 314 908.39 pa**

**Qualifications:** An appropriate B Degree or relevant equivalent qualification in the field of social sciences, law or public administration. Good communication skills. Office administration. Ability to meet deadlines and perform under pressure and work odd hours. Energetic and able to initiate action.

**Duties :** To perform functions, exercise power and discharge duties on behalf of the Municipal Manager as delegated by the Municipal Manager; To control, coordinate and manage the office of the Municipal Manager; To render support to the Municipal Manager; To liaise and interact with the Office of the Mayor, Senior Managers; Officials, and councillors .

**NB: Blouberg Municipality is an equal opportunity and affirmative action employer committed to the implementation of Employment Equity Act and other Labour Laws.**

**Closing date is 19 April 2013.** E-mailed or faxed applications will not be considered.

NB. All applicants should list names, occupations and contact details of at least three non – relative individuals who may attest to their abilities. Shortlisted applicants may be screened for criminal records, qualification verification and/or any pending criminal cases. Council reserves the right not to make any appointment and to transfer employees between its head office at Senwabarwana and satellite offices (Currently at Alldays: Eldorado; Tolwe and Senwabarwana) from time to time due to operational reasons.

Interested persons must forward their application letters accompanied by a detailed CV and certified copies qualifications and ID to: The Human Resource Manager, Blouberg Municipality PO Box 1593 Senwabarwana 0790. Enquiries: **Ms Netshimbupfe MP** (015 505 7100)

**Should you not hear from us within SIX WEEKS of the closing date kindly accept that your application has been unsuccessful.**

**Kgoale T.M.P.  
Municipal Manager**