



BITOU LOCAL MUNICIPALITY

RE-ADVERTISEMENT

Bitou Municipality is inviting applications for the following vacancy from suitably qualified professionals

POSITION: JUNIOR NETWORK ENGINEER
DIRECTORATE: CORPORATE SERVICES
DIVISION: INFORMATION & COMMUNICATION TECHNOLOGY (ICT)
SECTION: NETWORK & TELECOMS
BASIC SALARY: (T9) R 255 203.65 – R 331 258.45 PER ANNUM + MUNICIPAL BENEFITS
(Subjected to TASK Evaluation)
ALLOWANCES: TRANSPORT, CELL PHONE AND DATA
REF NO: NOTICE: 107 of 2025

QUALIFICATIONS AND EXPERIENCE: •Certificate in Information Technology or relevant equivalent NQF 5 qualifications; •Certificate in User Support Services; • CompTIA A+ and N+ Network Certificates; •Certificate in Radio Frequency Awareness (Gravity Training); •Certificate Fall Arrest Technician (Gravity Training); • 2 years of ICT experience.

REQUIREMENTS AND SKILLS: • Understanding of all aspects of ICT (Information, communication technology, and systems); Strategic thinking and problem-solving with out-of-the-box solutions are vital; • Able to work from heights and thus assess the risk related to this type of work; • People Skills are vital for all aspects of the position as dealing with council, management, sub-ordinates and the public is part of the daily operations; • Ability to do research; • Valid Code B Drivers' license with reliable transport; • Computer literacy; • Proficiency in at least 2 of the official languages of the Western Cape; • Strong written and verbal communication skills including listening • Administer, Maintain and Install biometric time and attendance and access control equipment. • Continuous on-the-job training and attendance of seminars/workshops and experience in further understanding and applications of Information, Communication, Systems, and Technology.

PREFERRED QUALIFICATIONS, EXPERIENCE, REQUIREMENTS & SKILLS: Certificate in Information Technology • Certificate in User Support Services • CompTIA A+ network certificate • Comp TIAN+ network certificate • Certificate in Radio Frequency Awareness (Gravity Training) • Certificate Fall Arrest Technician (Gravity Training) • Knowledge of existing hardware infrastructure; Cisco Routers, HPE Switches, HP Switches, Ubiquity Unifi Product Suite, FortiGate Firewall, Cambium Wireless, IP Cameras (Hikvision) • Knowledge of existing software infrastructure; Ubiquity Software Suite, FortiGate, Hikvision IVMS. • 3 years of ICT experience.

FUNCTIONS & RESPONSIBILITIES: • Provide administrative, maintenance and support for the Network Administrator; • Ensure effective functioning of essential LAN, WAN and wireless network connected devices; • Provide a support role with regards to desktop support functions, providing a single point of contact for end users to receive support and maintenance within the organizations desktop computing environment; • Provide effective and efficient network connectivity services for the entire Municipal Staff, Council through managed support and maintenance, ultimately providing reliable service delivery to the public; • Provide a platform for users to complete their daily tasks effectively and efficiently; • Provide and deliver economic and effective ICT infrastructure to support ICT services that is aligned to the ICT strategic plan; • Keep municipal staff and council's information safe and secure; • Assist with asset verification, this requires conducting site visits at remote Municipal client yearly, including but not limited to high sites, storeroom, client sites etc. to do verification of all ICT equipment. • Provide a safe network environment for all; • Networking assets managing (Stock controller) • Provide strategic guidance related to network infrastructure; Ensure network environment adherence to ICT Policy and management following best practices; • Provide effective and efficient networking services for the council.

COMPETENCIES REQUIRED

Core Professional Competencies

- **Business Communication:** Demonstrates the ability to involve customers in scoping and implementing solutions to ensure successful outcomes.
- **Organisational Awareness:** The ability to understand the key drivers in the sector and the municipality and to apply this understanding to meet the service delivery objectives and challenges.
- **Consulting:** The ability to understand stakeholder needs and dynamics and to build capacity within the target audience through the ability to listen attentively, grasp issues, present information in a clear manner, and respond appropriately to verbal and written communication of others.
- **Planning and Organising:** The ability to plan and organise the work unit using goal setting, objectives, and targets, creating work schedules and work plans with associated resources and budgets, according to the municipality's procedures to achieve the tasks, functions, and results of the work unit.
- **Monitoring and Control:** The ability to monitor the results of delegations, assignments, or projects, considering the skills, knowledge, and experience of the assigned individual and the characteristics of the assignment or project.
- **Negotiation:** The ability to achieve the desired objectives and agreements through interactive discussion with either internal or external parties. Effectively exploring alternatives and positions to reach outcomes that gain the support and acceptance of all parties.
- **Oral Communication:** The ability to articulate complex concepts in an understandable, convincing manner.
- **Written Communication:** Communication of complex information in a manner that is understandable (language and format) to the specific audience.

Functional competencies

- **Information Strategy:** Ability to develop strategies for the management and storage of electronic content.
- **Advice and Guidance:** Ability to provide advice and guidance on specific aspects of IT.

- **Business and IS&T Planning:** Develops plans around security, information assurance and the innovative implementation of strategic information systems.
- **Technical Strategy and Planning:** Demonstrates an ability to develop technical strategy for the organisation and to plan the rollout of appropriate systems.
- **Business Change Management:** Demonstrates sensitivity to change management issues and develops strategies to ensure successful IT implementations.
- **Data Conversion:** Demonstrates technical expertise in structured and unstructured data storage.
- **Operations:** The ability to implement differing levels of operational services, plans and strategies to ensure that IT infrastructure and applications are functional.
- **Installation and Integration:** The capacity to install specific hardware and software solutions in different environments.
- **User Support:** The ability to interact with IT users, pre-empt problems and risks and resolve issues as they occur.

Public Service Orientation Competencies

- **Interpersonal Relationships:** The ability to establish and maintain productive relationships with people within and outside of the municipality.
- **Communication:** The capacity to listen attentively, grasp issues, present information in a clear manner and respond appropriately to verbal and written communication of others.
- **Service Delivery Orientation:** The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve municipal goals.

Personal Competencies

- **Action and Outcome Orientation:** The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests itself in one's ability to stay focused on task, to be energetic, persistent and reliable.
- **Resilience:** The ability to respond constructively to pressure/stress situations and the ability to persist goals despite obstacles and setbacks.
- **Cognitive Ability:** The ability to gather information, analyse issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications. Is able to see the 'Bigger Picture'.
- **Learning Orientation:** The willingness and motivation to learn, acquire knowledge, develop insight and focus on continuous self-improvement.

Management/ Leadership Competencies

- **Impact and Influence:** The ability to inspire a positive attitude in others and can influence others effectively.
- **Team Orientation:** The capacity to promote a cooperative climate, understand group dynamics and apply appropriate facilitation techniques in working with others to achieve a shared goal.
- **Direction Setting:** The ability to create a clear sense of common purpose and vision for others with a view to obtaining buy-in and commitment to the goals.
- **Coaching and Mentoring:** The ability to assess skills, performance, and potential of subordinates and to encourage their development with the view of optimising their talent.

Work-related enquiries can be directed in writing to the Manager: ICT, Mr. G Gresse, at ggresse@plett.gov.za or 044 501 3131, or to the Network Administrator, Mr. E Tarentaal, at etarentaal@plett.gov.za at 044 501 3376 and for general enquiries contact Mr. H van Rooyen at 044 501 3464.

Candidates must be willing to be subjected to an interview and competency assessment and must be aware that previous employers and references will be contacted, and their qualifications, credit, and criminal record will be verified. The candidates will be required to disclose all Financial Interests.

Application forms are available on the Bitou website (www.bitou.gov.za). A comprehensive CV, original certified copies of Identification documents, qualifications, and driver's license must accompany the application form and must be posted /hand-delivered to the Human Resources Section, Bitou Municipality, Private Bag X1002; Plettenberg Bay; 6600.

Bitou Municipality is an equal-opportunity employer. Candidates from the designated groups, including those with disabilities, are encouraged to apply.

Please Note:

1. **ONLY** hard-copy applications will be considered. **No** electronic or faxed applications will be accepted.
2. **No late applications will be considered.** Canvassing of Councilors with the purpose of being appointed is not permitted and proof of such canvassing shall lead to disqualification.
3. Submit separate applications when applying for multiple posts and quote reference numbers.
4. **Preference will be given to local residents, before considering candidates outside the Bitou Municipal Area**

M MEMANI
MUNICIPAL MANAGER

CLOSING DATE: 04 APRIL 2025 @ 14h00 PM

If you receive no feedback from us within 12 weeks after the closing date, please accept that your application was unsuccessful.
Bitou Municipality reserves the right not to make any appointments and to re-advertise before a shortlist is compiled.