Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the abovementioned vacancy within its Corporate and Planning Services Department.

<table>
<tr><td>PERSONNEL VACANCY
EXTERNAL AND INTERNAL APPLICATIONS WILL BE CONSIDERED</td></tr>
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DATABASE ADMINISTRATOR & DEVELOPER (REF NO: CS-IT-DBA1)
DEPARTMENT: CORPORATE AND PLANNING SERVICES
DIVISION: ICT
SECTION: Information Systems

SALARY SCALE	TASK LEVEL 12 -Total cost to company- R666 965.74 – R840 213.66 per annum Benefits: Housing subsidy, Medical aid, Pension and Grouplife

JOB PURPOSE:
Performs specific tasks/activities associated with the planning, installing, monitoring, maintaining, creating, developing and turning of the database components to ensure a stable DB platform. Developing, implementing and overseeing database policies and procedures. Ensuring the integrity and available of the database and their accompanying software. Developing and maintaining the business requirements and non-web development and in-house programming that are in complaint with the municipality's goals and objectives.

SELECTION REQUIREMENTS FOR THE POST:
- A degree or National Diploma in the field of Information Communication Technology/Information Systems Certified Microsoft Database Administrator or equivalent

OTHER REQUIREMENTS/SKILLS:
- Code B driver's license
- Strong understanding of database structures, theories, principles and practice
- Working technical experience with designing, building, installing, configuring and supporting database servers, including Microsoft SQL
- Hands-on database tuning and troubleshooting experience
- Experience with data processing flowcharting techniques
- Project management experience
- Good understanding of the municipality's goal and objectives
- Knowledge of the applicable data privacy practices and laws

EXPERIENCE:
- **5 years' relevant experience**

COMPETENCIES

• Business Communication	• Operations
• Organisation Awareness	• Installation and Integration
• Consulting	• User Support
• Planning and Organising	• Interpersonal Relationships
• Monitoring and Control	• Communication
• Negotiation	• Service Delivery Orientation
• Oral Communication	• Action and outcome orientation
• Written Communication	• Resilience
• Information Strategy	• Cognitive ability
• Advice and Guidance	• Learning orientation
• Business and IS&T Planning	• Impact and Influence
• Technical Strategy and Planning	• Team Orientation
• Business Change Management	• Direction Setting
• Data Conversion	• Coaching and Mentoring

GENERAL INFORMATION:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including housing allowance for homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets but will not be the only criteria applied.
3. All applications are subject to reference checking and verification of qualification checking, which means that by applying for a position at the Municipality, you give us consent to do the various checking.
4. Applications received after the closing date, or which have been received without the application form and documentation/s mentioned below will not be considered.
5. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date.
7. Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.
8. Applications within the **Drakenstein municipal area** will be receiving preference.
9. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, correct and up to date.
10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.
11. Candidates that arrive late for interviews will be disqualified.
12. The Municipality reserves the right not to make an appointment.

Application forms can be obtained from the Human Resources Offices at the Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30) or on the Drakenstein Municipal website

www.drakenstein.gov.za. Clearly indicate the reference number for the post you are applying for on the pre-scribe application form. Your fully completed application form must be accompanied by your CV and relevant certified supporting documents when handing it in. Certified copies must not be older than three (3) months **No fax copies will be accepted.** *No CVs will be returned on the applicant's request, therefore please do not send us your original certificates.*

Your application can be submitted via email to: corporatejobs@drakenstein.gov.za, hand delivered or posted to Drakenstein Municipality, Human Resource Offices, PO Box 1, Berg River Boulevard, Paarl, 7622.

Closing date for emailed applications: 03 April 2026 at 23h59
Closing date for hardcopies: 07 April 2026 at 16h45

CITY MANAGER