



## EXTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

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### **DEPARTMENT: CORPORATE SERVICES**

### **ICT ADMINISTRATOR - (CYBER CADET) -Permanent position**

**REMUNERATION: R195 817.08** Per annum (Task Grade 09 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

### **MINIMUM REQUIREMENTS**

- Grade 12 and CompTIA accredited A+ Certification (N+will be an added advantage)
- Provable, practical skills, knowledge and experience of computers ,word processing, Internet and e-mail;
- Basic understanding of maintaining and troubleshooting Windows 7 operating system software, PC and printer hardware (working on Windows 8.1 will be an added advantage).

### **KNOWLEDGE SKILLS AND COMPETENCY**

- Excellent interpersonal skills
- Excellent verbal and written communication skills.
- Have ability to operate independently.
- Qualification and work experience in a library environment will be an added advantage.
- Willingness to work according to set library hours, including Saturdays.
- A driver`s license is a recommendation.

- Candidates will be expected to complete a practical test, and anyone with the pass rate under 40% will not be employable.

#### **KEY PERFORMANCE AREAS**

- Provide advice to library users.
- Conduct ICT training for public library users.
- Ensure that ICT hardware, software and network connectivity are maintained.
- Ensure adherence to ICT policies and guidelines.
- Provide support to the librarian on the usage of ICT.
- Assist individual library users with basic computer skills (OPAC, Internet, e-books, and other electronic media, etc.)
- Maintain ICT hardware in the library and update software and antivirus programmes on all computers.


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Application letter, together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

**Closing date 25 May 2021 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.**

Enquiries regarding the post can be directed to Ms. P.N. Ndlovu. Manager: Human Resources at 0317859345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



**MR. S. MNGWENGWE**  
**MUNICIPAL MANAGER**