



## **RE- ADVERTISED**

## **EXTERNAL POST**

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: R212 601.60** Per annum (Task Grade 09 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

### **MINIMUM REQUIREMENTS**

- Diploma in Information Technology obtained from a recognized tertiary institution, CompTIA accredited A+, Certificate N+ or CCNA Certification will be an added advantage.
- One to two years' experience in IT environment working.
- Ability to communicate in both IsiZulu and English languages.
- Code B, driver's license.

### **KNOWLEDGE SKILLS AND COMPETENCY**

- General understanding of library procedures and services.
- Provable, practical skills, knowledge, and experience of computer systems.
- General understanding of local government systems, procedures, and processes.
- Good interpersonal and communication skills (written & verbal).
- Ability to work under pressure.
- Willingness to work according to set library hours, including Saturdays.
- Candidates will be expected to complete a practical test, and anyone with the pass rate under 50 %will not be employable.

## **KEY PERFORMANCE AREAS**

- Promote and develop computer services to the public.
- Administer the usage of the computer services in the library.
- Monitor PC, printer and connectivity hardware and software.
- Ensure policies for usage and security are adhered to by library users.
- Provide advice to library users on the use of ICT.
- Conduct basic computer training for public library users.
- Ensure that ICT hardware, software and network connectivity are maintained. Provide support to the librarian on usage of ICT.

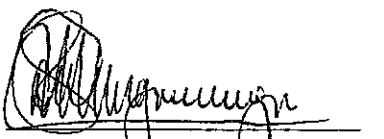
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Application form, together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown,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

**Closing date 02 September 2022 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**