

EXTERNAL ADVERTISEMENT

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following position.

DEPARTMENT OF CORPORATE SERVICES

ICT Technician

Salary Scale: R307 561.36 – R399 797.89 (T12)

Applicable Benefits: Medical Aid, Pension, 13th Cheque, Home Owner's Allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate.
- Bachelor's Degree/National Diploma in Information Technology.
- 2-3 years' working experience in providing support for IT hardware and software.
- Code B driver's licence

KEY PERFORMANCE AREAS


- Liaise with external departments and organization with respect to obtaining information and co-ordinate computer data e.g; Telkom, Sage Evolution & Sage 300, Computer Program Suppliers and other computer companies.
- Provide networking and telecommunications infrastructure and LAN and VAN support within the Municipality.
- Ensure security and privacy of networks and computer systems
- Develop, evaluate and review system related procedures associated with access level, confidentiality and disaster recovery.
- Install and maintain application packages on the network.
- Control database environment and user access level by implementing relevant control measures on the system.
- Configure PC's according to predefined standards and procedures and maintaining anti-virus software updates.
- Develop and maintain documented procedures standards.
- Managing technical documentation
- Ensure electrical standards are met
- Ensure that users adhere to the organization's ICT policies and framework .
- Perform tests and evaluations on new systems and hardware.
- Liaise with services providers for upgrades/ patches / fixes ,etc .
- Use remote access software and hardware tools to manage software at remote sites.
- Identify computer or network equipment shortages and place orders
- Provide guidance to new users with start-up/ log on procedures and or sequence, tools and capabilities of associate packages.
- Create short cuts to facilitate easy access to commonly used applications and/or set up fields and formats for reporting purposes.

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Ubhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, and IXOPO 3276 by not later than 16h00 on 23 October 2020. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700.

Council reserves the right not to make any appointment into the abovementioned position.



GM Sineke
Municipal Manager