



## NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

ICT TECHNICIAN X2  
PERMANENT  
(Task Grade 09 : R187 724.84 p.a)

### Key requirements

The incumbent must have Matric Certificate and a three-year National Diploma /Degree in Information Technology plus a minimum of one years working experience in providing support for IT hardware and software. Valid driver's license minimum code B. Extensive knowledge of the Local Government Sector will be an added advantage.

### KNOWLEDGE, SKILLS & COMPETENCY

- Ability to explain technical issues to non-technical users.
- Ability to analysis and problem-solving skills.
- Ability to prioritise and manage tasks.
- Communication skills

### KEY RESPONSIBILITIES

- Liaise with external departments and organizations with respect to obtaining information and co-ordinate computer data eg: Telkom, Computer Program Suppliers and other computer companies
- Provide networking and telecommunications infrastructure and LAN and WAN support within the Municipality
- Developing, evaluating and reviewing systems related procedures associated with access levels, confidentiality and disaster recovery with a view to providing.
- Installing and maintaining applications packages on the network.
- Control of database environment and user access levels by implementing relevant control measures on the system.
- Configuring PC's according to predefined standards and procedures and Maintaining anti-virus software updates.
- Develop and maintaining documented procedures and standards.
- Ensuring that users adhere to the organization's ICT policies and Frameworks.
- Liaising with service providers for upgrades/patches/fixes, etc.
- Using remote access software and hardware tools to manage software at remote sites.
- Providing guidance to new users with start-up/ log-on procedures and/ or sequences, tools and capabilities of associated packages.
- Creating short cuts to facilitate easy access to commonly used applications and/ or setting up fields and formats for reporting purposes.

### BENEFITS

13<sup>th</sup> Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

Written application letter together with comprehensive curriculum vitae (CV) and certified copies of qualifications must be forwarded to: **The Acting Municipal Manager, Mr. MF Hadebe, Ndwedwe Local Municipality, P/Bag X 503, Ndwedwe, 4342** Faxed, e-mailed, Z83 form and late applications will not be considered. Enquiries can be directed to Human Resources Tel :032 532 5000.

**CLOSING DATE: 22 OCTOBER 2018**

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action. Women are encouraged to apply.

  
**Mr. MF Hadebe**

23/10/2018

**Date**