

Notice Number:

Date of Advert: 29/08/2022

Closing Date: 09/09/2022



uMshwathi Municipality

uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

CYBER CADET (x2)

Salary Level T9: R 18 141.88 – R 23 549.82 per month

In addition to the Basic Salary, successful applicants will receive, inter alia, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric and CompTIA A+ (N+ will be an added advantage) OR minimum of National Diploma in Information Technology.
- Provable practical skills, knowledge and experience of computers, word processing, internet and e-mail
- Basic understanding of maintaining and trouble-shooting Windows 7 operating system software, PC and printer hardware. (working on Windows 8 will be an added advantage)
- Willingness to work according to set library hours (including Saturdays)
- Minimum of 2 years experience in a library environment

RESPONSIBILITIES:

- Provide an efficient and effective library and information service to the community of uMshwathi by:
 - Conducting maintenance of the system and ensuring smooth operation
 - Maintaining all computer hardware to ensure the smooth operations of the system
 - Handling all secure back-ups of the library system to ensure for recovery procedures
 - Formal and informal reporting to the relevant persons or institution
 - Provide advice to library users on the use of ICT
 - Conduct ICT training for public library users
 - Ensure that ICT hardware, software and network connectivity are maintained
 - Ensure adherence of ICT policies and guidelines
 - Provide support to the Librarian on the usage of ICT.

Applicants are required to submit a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. A covering letter must be attached to the curriculum vitae, quoting the notice number and the position that the application is submitted for.

Please address your application as follows:

Applications in sealed envelopes clearly marked:
Application for a vacant post of **Cyber Cadet**
Municipal Manager
uMshwathi Municipality



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Private Bag x29
Wartburg
3233

Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

Further information can be obtained from Ms A Mkhize on: (033) 816 6800.

Faxes, emails or late applications will not be accepted. Z83 forms will not be accepted, only application letters required. If you are not contacted within a month after the closing date you should consider your application unsuccessful. Failure to comply with the above instructions will lead to your application being disqualified.

Canvassing of Councilors or officials will disqualify candidates. The Council subscribes to an Employment Equity Act, which is non-discriminatory and based on merit.

Women and persons living with disabilities are encouraged to put forward their applications for this position.

NM Mabaso
Municipal Manager