

# NYANDENI LOCAL MUNICIPALITY

**PHYSICAL ADDRESS:**  
Municipality Building  
B.N. Nomandela Drive  
LIBODE

**POSTAL ADDRESS:**  
Private Bag X 504  
LIBODE  
5160



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047 555 5028  
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*“Deciding with the people, not for the people”*

File Ref/NLM/CPS/4/4/7

Date: 24 January 2018

## **EXTERNAL ADVERT**

Applications are hereby invited from suitably qualified candidates for the following:

### **ASSISTANT ICT TECHNICIAN- TASK GRADE10**

*Salary Scale: R282 158.03 – R296 437.03 per annum*

#### **Essential Requirements of the post:**

- National Diploma /Degree in information Technology or computer science or equivalent NQF Level 6 Qualification
- Two years' experience in the IT Field

#### **Key Performance Areas:**

- Assess and present to the ICT Technician the need for new software, upgrades and disposal.
- Providing guidance to new users with start-up/log-on procedures and /or sequences, tools and capabilities of associated packages.
- Diagnosing specific software related problems, interacting with vendors /consultant on corrective measure/applicability of suggested solutions.
- Installing /configuring set-up commands .testing and solving of logs and conducting analysis and evaluation on the functionality of application software.
- Maintaining data dictionaries/directories and controlling the distribution and retention of data on various storage devices.
- Updating asset details of computer equipment and accessories located within the Municipality.
- Performing upgrades and repair to components/peripheral devices.

- Setting up, installing and testing new units prior to handover and monitoring functionality in the live environment.
- Trouble shooting hardware devices and drivers i.e. LAN, Printers, Laptops, desktop computers, Wireless, servers etc.
- Configuring application security to ensure a clean and virus free environment at all times and also protecting user's data from unauthorized access, including assisting users with data maintenance.
- Trouble shooting less complex problems with remote and local users on line/telephonically and/or visiting user sites to analyze, diagnose and resolve application and operating system related problems.
- Evaluating competency levels of end users and conducting demonstration or instruction based training to improve capability.

**NB:** Certified copies of qualifications, driver's license, ID, and CV must accompany the application letter. Failure to submit documents listed above will result in disqualification. People with disabilities are encouraged to apply and disclose the nature of their disability. Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipal Office at Libode. The words "**APPLICATION FOR VACANCY**" should appear on the same side of the envelop but separate from the address in the same envelop so as to sensitise the Registry Office of the closing date. Faxed applications will not be considered. Only shortlisted and successful candidates will be contacted, and therefore if you have not heard from us within **90 days** after the closing date, consider your application as unsuccessful. The council reserves the right not to continue with the interviews and appointment if the council feels no suitable candidate could be found. Canvassing of councillors / management is not permitted and proof thereof will result in disqualification.

***BACKGROUND SCREENING WILL BE DONE TO SUCCESSFUL CANDIDATE***

Applications should be addressed to:

**The Municipal Manager  
Nyandeni Local Municipality  
Private Bag X 504  
Libode  
5160**

For enquiries contact Corporate Services Department at **047 555 5028/**

**047 555 5024. Ngqeleni offices: 047 563 00/1 Contact Person Ms. N. Madayi.**

**CLOSING DATE FOR APPLICATIONS: 16 FEBRUARY 2018 @ 12h00**

**MRS. N. NOMANDELA  
MUNICIPAL MANAGER**