THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

Incorporating the towns of Strydenburg and Hopetown

Northern Cape Province, Republic of South Africa

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www.thembelihlemunicipality.gov.za

EXTERNAL/INTERNAL ADVERTISEMENT

NOTICE NO: 9/2022

Thembelihle Municipality, with its Headquarters in Hopetown hereby invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: FINANCE DEPARTMENT

POST: ICT SUPPORT OFFICER

ANNUAL SALARY: 204 851.64 (Task Grade 8 Notch 1 of Category 1 Local Authority).

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension Fund Benefits
- Medical aid fund benefits
- Leave benefits

KEY REQUIREMENTS:

- National Diploma in Information Technology (NQF Level 6)
- Minimum of 3 years' experience
- Gr 12 with System Controller Courses
- NQF Level 4
- Code B (08) Driver's License
- Communication skills
- Computer skills
- Interpersonal skills
- Knowledge of relevant Systems

FUNCTIONS AND RESPONSIBILITIES

- Communicating with the immediate superior on aspects pertaining to end user computing and/ or equipment/ application requirements
- Diagnosing specific software related problems, interacting with vendors/consultants on corrective measures/ 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
- Performing upgrades and repairs to components/ peripheral devices
- Setting up, installing and testing new units prior to handover and monitoring functionality in the live environment
- Assessing and presenting to the immediate superior the need for new software, upgrades and disposal.
- Evaluating competency level of end users and conducting demonstration or instruction based training to improve capability.
- Install and test network cables by physically laying the cables to the new network points.
- Install couplings to linking cables and install fixtures to network
- Ensure that work is always done accurately and tidy.
- Perform inspections of the existing network cables periodically.
- Perform maintenance where necessary, e.g. where cables are hanging loose from walls, etc.
- Connect new computers to the network, configure network cards by using top up protocol.
- Allocate network name to the computer and link to the relevant domain' (SKDR1).
- Performs 'wireless' links.
- Keep register of IP addresses to prevent conflict.
- Make sure that network cables are clearly marked, especially at the switch hubs.

Candidates must be willing to be subjected to an interview and evaluation process and be aware that previous employers and references may be contacted and their qualifications, credit record may be verified and they will be subjected to a police security clearance.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager.

Enquiries can be directed to the Manager: Human Resource and Administration, Mr P. Jafta at 053 2030 005/8.

Closing date: 21 October 2022 at 12h00

Adv LMR Ngoqo: The Municipal Manager

Thembelihle Municipality

Church Street

PO Box X3

HOPETOWN

8750

Tel: 053 2030 005/8

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.