

éDumbe Municipality

10 Hoog Street
Private Bag X308
PAULPIETERSBURG 3180



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edumbekz261@mweb.co.za

ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

Date: 20 February 2019

éDumbe Local Municipality invites suitably qualified and experienced candidates to apply for the following position Women and people with disabilities are also invited to apply.

POST: CYBER CADET

DEPT: CORPORATE AND COMMUNITY SERVICES

REF/CIRC: EDUMP-02/2018/19

**REMUNERATION IS (TASK GRADE 08: R R162 837.84 – 211 352.32) OF
CATEGORY 1 LOCAL MUNICIPALITY PER ANNUM PLUS NORMAL
FRINGE BENEFITS APPLICABLE TO LOCAL GOVERNMENT**

MINIMUM REQUIREMENTS

1. Grade 12 (Matric)
2. Comp TIA accredited A+ Certificate NQF level 4 (N+ will be an added advantage).
3. 2 years experience in similar environment
4. Provable practical skills, knowledge and experience of computers.
5. Excellent communication skills (written and verbal)
6. Excellent interpersonal skills
7. Basic understanding of trouble-shooting Windows XP operating system software, PC and printer hardware (working on windows 7 will be added advantage).
8. A valid driver's license

KEY RESPONSIBILITIES

1. Co-ordinates and conducts training courses based on relevant topics and functionalities.
2. Perform duties associated with assisting library community members on using the computer.
3. Perform technical support in the library.

4. Ensure that ICT hardware, software and network connectivity are maintained.
5. Monitor workstation usage by library users and of all electronics in the library.
6. Perform other related duties as instructed by supervisor / superiors

éDumbe Municipality is committed to Employment Equity, therefore, in these appointments; such factors will be taken into account. éDumbe Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with short listed candidates. If you have not heard from us within (one) 1 month of the closing date, please regard your application as unsuccessful. The council nevertheless appreciates the interest shown by applicant.

The applications accompanied by éDumbe Municipality Application form (to be obtained on the Municipal website), Application Letter, Curriculum Vitae, certified copies of Qualifications, copy of Identity Document, copy of drivers licence and details of three (3) references and must be addressed to the:

Municipal Manager
éDumbe Municipality
Private Bag x 308
Paulpietersburg
3180

or Hand delivered at the Municipal Building No: 10 Hoog Street, Paulpietersburg. Failure to attach all required documents will disqualify your application. Faxed, Z83 form and e-mailed applications will not be accepted. If you have not been contacted after 30 days of closing date of advertisement, please accept that your application was unsuccessful.

CLOSING DATE for applications: 11 March 2019

Enquiries with regards to this post may be directed to Miss. N.G. Mbokazi (Acting: Human Resource Manager) on 034- 995 1650 during office hours. No late applications will be considered.

Please note that the successful applicant will be required to submit original qualifications and consent to the verification of such qualification.

NB: Successful candidate will be required to work on Saturdays.

éDumbe Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people .

Yours faithfully

M.P. KHATHIDE
MUNICIPAL MANAGER