

## VACANCY

The KwaDukuza Municipality seeks to fill the following positions and accordingly invites applications from persons who meet the requirements as indicated. Please note that the post title and post identification number (KZ292.) MUST be indicated on your application which MUST be accompanied by certified copies of your qualifications, identity document and driver's license where applicable. Applicants are also advised to ensure that their applications address the selection criteria in terms of qualifications, experience and any other requirements as set out in the relevant advertisement as shortlisting will be based on these selection criteria.

**PLEASE NOTE THAT APPLICANTS FOR POSTS BELOW TASK GRADE 11 ARE REQUIRED TO ATTACH THE PREFERRED EMPLOYMENT OPPORTUNITY FORM OBTAINABLE FROM KDM HUMAN RESOURCES WHICH MUST BE SIGNED BY A WARD COUNCILLOR, AS PREFERENCE WILL BE GIVEN TO LOCAL RESIDENTS.**

<b>Post Title</b>	<b>LIBRARY COMPUTER ASSISTANT (CYBER CADET)</b>
<b>Business Unit</b>	<b>COMMUNITY SERVICES AND PUBLIC AMENITIES</b>
<b>Ref. Number</b>	<b>KZ292CMSL 005</b>
<b>Task Grade</b>	<b>T8</b>
<b>MN Number</b>	<b>MN: 217/2023</b>
<b>Remuneration</b>	<b>R 202 747,80 – R263 189.04 per annum</b>
<b>Requirements</b>	Grade 12, Diploma in Information Technology obtained from a recognized tertiary institution, CompTIA accredited A+ or CCNA Certificate will be an added advantage, Code B driver's license & 1-2 years relevant working experience in IT environment. Ability to communicate in both IsiZulu and English language.  <b>N.B.</b> (Shortlisted Candidates will be expected to complete a practical test to qualify for the verbal interview. Successful candidate will be expected to work in line with library operating days including Saturdays)
<b>Duties</b>	Provide support associated with the capability of application software, peripheral devices, connectivity and/or functionality of operating software and hardware devices by: Receiving and prioritizing end user support request. Trouble shooting less complex problem with remote to analyse, diagnose and resolve application and operating system related problems, installing/configuring set-up commands, testing and solving of logs and conducting analysis and evaluation on the functionality of application software. Setting up, installing and testing new units prior to usage by End Users and monitoring functionality in the live environment. Assessing and presenting to the Information Technology Superior the need for new software, upgrades and disposal.

### PLEASE NOTE:

- Applications are to be addressed to the **Municipal Manager, KwaDukuza Municipality, P.O. Box 72, KwaDukuza, 4450 for attention the Human Resources Department**, and may be posted or hand delivered. (Note that hand delivered applications must be handed to the HR Officer, 34 Chief Albert Luthuli Street **OK MALL BUILDING** KwaDukuza) For enquiries Please call **032 437 5142/ 5150**.
- The Closing date and time is **WEDNESDAY, 21 JUNE 2023 at 12H00**. No applications will be accepted after the closing date and time.
- Please **DO NOT** fax or e-mail applications. Please also **DO NOT** submit applications on **Z 83 forms**. Please **NOTE THAT APPLICATIONS MUST BE SUBMITTED ON KWADUKUZA MUNICIPALITY'S APPLICATION FORM WHICH IS OBTAINABLE ON THE MUNICIPALITY'S WEBSITE ([www.kwadukuza.gov.za](http://www.kwadukuza.gov.za))**
- KwaDukuza Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets of the municipality.
- Further communication will only be with shortlisted candidates; such shortlist being confined to the candidates that best meet the requirements according to the information supplied in their CV's. Candidates not contacted within 3 months of the closing date may consider their applications unsuccessful.
- Council reserves the right not to appoint any candidate to this post or to make required adjustments.
- Canvassing to Councilors/ Managers for preference on appointment is prohibited and may lead to disqualification of applicants.