

Ubuntu Municipality



INTERNAL ADVERTISEMENT

NOTICE NUMBER:10/2022

DIRECTORATE: CORPORATE SERVICE

POSITION: INFORMATION COMMUNICATION AND TECHNOLOGY CLERK (1)

Ubuntu Local Municipality seeks to appoint suitable qualified personnel to assist Council to achieve its vision and mission. The Municipality subscribes to an affirmative action program non-racial, non-discriminatory but based on merits. Council reserves the right not to make any appointment.

REMUNERATION: T 6

FRINGE BENEFITS

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

MINIMUM REQUIREMENTS:

- Matric
- A Diploma in ICT or other IT related field
- ICT Certification will be an added advantage (e.g. MCSE, CCNA or Equivalent).
- At least two (2) years' experience in ICT support.
- Excellent communication skills, organizational multi-tasking abilities.

KEY PERFORMANCE AREAS INCLUDE BUT NOT LIMITED TO:

- Attending to the updating of statistical data referring and extracting information from source documents and capturing details on website.
- Attending to system housekeeping procedures cleaning and replacing consumable and/or calibrating setting operating mechanism and checking if functionality is restored.
- Provide technical support, answering support by phone or email.
- Provide support for users of a range of specialist digital design software packages.

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- Provide support to users in operation of a range of hardware including printer, scanner and other peripherals.
- Assist all users with any logged IT related incident when called upon.
- Maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner.
- Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organization.

CLOSING DATE: 04 NOVEMBER 2022

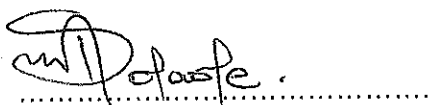
NB: Canvassing is strictly prohibited and proof thereof will disqualify applicants. Applications must be accompanied of comprehensive CV, certified copies of qualifications, ID and covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager; Ubuntu Municipality; P.O Box X 329; Victoria West 7070; or Hand delivery to 78 Church Street, Victoria West 7070.

NB: Applicants without required documents will not be considered. Enquiries can be directed to Human Resources Officer Ms. V. Tieties during working hours on:053 6210 026 and should you not hear from us within 30 working days after closing date please consider your application as unsuccessful.

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FAXED OR EMAILED APPLICATIONS AND THOSE WITHOUT ACCOMPANYING DOCUMENTS WILL NOT BE CONSIDERED.

APPROVED BY:



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**MR. D. MOLAOLE
ACTING MUNICIPAL MANAGER**