



A Better Place for All

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EXTERNAL ADVERTISEMENT

Dr. Nkosazana Dlamini Zuma Local Municipality hereby invites applications from suitable qualified and experienced individuals for the appointment to the following position:

DEPARTMENT : Community and Social Services
POSITION : Library Computer Assistant (Cyber Cadet) – Creighton Public Library
REMUNERATION : R212 601.53 Plus Normal Municipal Benefits

Minimum Requirements:

- National Senior Certificate (Grade 12).
- National diploma in ICT or any other relevant qualification.
- A minimum of (1) year relevant experience.
- Proven practical skills, knowledge, and experience of computers, word processing, the internet, and e-mailing.
- Ability to maintain and troubleshoot, Windows operating system software, PC, and printer hardware.
- Excellent verbal and communication skills.
- Willing to work extended hours, including Saturdays.
- A valid driver's license.
- CompTIA accredited A+ certificate.

KEY PERFORMANCE AREAS:

The successful candidate will be responsible for the following duties:

- Provide advice to library users on the use of ICT.
- Conduct ICT Guidance for public library users.
- Ensure that ICT hardware, software, and network Providence connectivity are maintained.
- Ensure adherence to ICT policies and guidelines.
- Provide support to the library staff on the usage of reception.
- Troubleshooting technology issues.
- Provide network access to personnel.
- Maintain a log and/or list of the required repairs and maintenance.
- Give time limits to the users to ensure that the other users also have access to the Computers and the Internet.
- Monitor the Use of the Scanner and Printer and where applicable ensure that the payments are collected from users.

Inquiries: Mr. S.A Radebe 060 521 8374 / (039) 833 1038 (During office hours 08:00 am to 16:00 pm)

Please note: Applications must be submitted on a signed **Dr. Nkosazana Dlamini Zuma Application Form** that can be obtained from our website **www.ndz.gov.za** accompanied by Curriculum Vitae with three references, certified copies of academic qualifications, ID, and Driver's license where applicable.

NB: PLEASE NOTE: No faxes, e-mails, or late applications will be accepted.

The Municipality reserves the right not to make an appointment.

Please forward your application to Mr. N.C Vezi, the Municipal Manager, Dr. Nkosazana Dlamini Zuma Local Municipality, P.O Box 62, Creighton, 3263, or Hand-deliver to Municipality Building, Main Street, Creighton 3263 or Arbuckle street, Himeville, 3256 (During office hours from 08h00 to 16h30).

Closing Date: 17th March 2023 at 16:00 pm.

Dr. Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to achieving diversity, equality, and maintenance of representation in terms of race, gender, and disability.




MR. N.C VEZI
MUNICIPAL MANAGER

