



Main Street
Creighton, 3263

P.O Box 62

Creighton 3263

Phone: +27 39 833 1038

Fax: +27 39 833 1179

Email: mailbox@ndz.gov.za

www.ndz.gov.za

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COMMUNITY AND SOCIAL SERVICES DEPARTMENT

Position: Library Computer Assistant (Cyber Cadet) - Nkwezela Library

Remuneration: R179 000. 00 P.A plus Normal Municipal Benefits

Minimum Requirements:

- Senior Certificate (Grade 12)
- National Diploma in ICT or any other relevant qualification
- A minimum of One (01) year relevant experience.
- Provable practical skills, knowledge and experience of computers, word processing, 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 according to set library hours, including Saturdays.
- A Valid Driver's Licence
- CompTIA accredited A+ certificate will be an added advantage

Key Performance Areas:

The successful candidates will perform the following duties:

- Provide advice to library users on the use of ICT
- Conduct ICT trainings for public library users.
- Ensure that ICT hardware, software and network connectivity are maintained.
- Ensure adherence to ICT policies and guidelines.
- Provide support to the library staff on the usage of ICT.
- Troubleshooting technology issues.
- Providing network access to personnel.
- Maintain log and/or list of the required repairs and maintenance.
- Providing instructions about the acceptable use of Library Computers to the Users.
- 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 the Printer and where applicable ensure that the payments are collected from users.

Enquiries: Mr S. A Radebe 0605218374 \ (039) 833 1038 (During office hours)

Please note: A signed application letter, certified copies of your academic qualifications, ID, Driver's license, and a detailed copy of your curriculum vitae with three references must accompany your application.

NB: No faxed/ emailed applications will be accepted. Correspondence will only be entered into with short-listed candidates, should you not receive correspondence within one month of closing date, please consider your application as unsuccessful.

The Municipality reserves the right not to make any 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 32 Arbuckle Street, Himeville, 3256 (During office hours from 08h00 to 16h30).

CLOSING DATE: 09th APRIL 2021 AT 16:00 PM

Dr Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to the achievement of diversity, equity and maintenance of representativity in terms of race, gender and disability. Candidate whose appointment will promote representativity will be given preference.



**MR. N.C VEZI
MUNICIPAL MANAGER**

