



# UMDONI MUNICIPALITY

## THE J.E.W.E.L OF THE SOUTH COAST

### MUNICIPAL NOTICE – MN340/2024 ICT OFFICER PERMANENT POSITION

Applications are invited from suitably qualified, and or experienced person for the above mentioned position.

#### Requirements

The applicant must have a valid Grade 12, NQF Level 6, National Diploma/Bachelor's degree in ICT or combination of CompTIA N+, MCSE and CISCO Certificate • 2 to 3 years of relevant experience as IT Technician/Officer • Valid Code B Driver's License • **Skills:** Planning and organizing • Trouble shooting skills • Problem Solving skills • Network management skills • Good planning & organizing skills • delivery results and meeting customer expectations • Achieving Personal Work Goals and Objectives • **Knowledge:** Learning & Researching, Windows Server Administration.

#### Duties:

Communicating with the immediate superior on aspects pertaining to end user computing and/ or equipment/ application requirements • Hardware/software installation and system maintenance • Updating asset details of computer equipment and accessories located within the Division • Interacting with the Buyer and/ or communicating with external suppliers to provide costs/quotations for new equipment/ software and submitting to the immediate superior for approval • Monitor User Accounts • Support LANS, WLANS, and VPN • Ensure backups are taken and keep safe record of backup logs • Ensure telephone systems are always functional • Assist ICT systems Administrator in ensuring that the Municipal Website is always up to date and fully functional • Updating asset details of computer equipment and accessories located within the Division • Maintaining records of licenses permitting the use of specific software • Ensure telephone systems are always functional • Assist ICT systems Administrator in ensuring that the Municipal Website is always up to date and fully functional.

**Salary:** The bottom notch of a post Level 03 of Category 2 of a Local Municipality – i.e. minimum **R286 409.92** maximum **R314 618.07** p.a. subject to Job Evaluation plus standard municipal benefits.

Applicants must forward a comprehensive Curriculum Vitae and certified copies of qualifications together with a covering letter in an envelope marked "Private and Confidential" to: The Human Resources Manager, PO Box 19, Scottburgh, 4180 by no later than **10 January 2025**. Alternatively, applications may be hand delivered to the Scottburgh Municipal Offices. Applicants who have not been contacted within 30 days from the closing date should consider their application to have been unsuccessful.

#### UMDONI MUNICIPALITY IS COMMITTED TO EMPLOYMENT EQUITY.

Council reserves the right not to make an appointment.

We thank all applicants for their interest. Communication will be with short listed candidates only.

Municipal Offices  
Cnr Bram Fischer & Williamson Street  
PO Box 19  
Scottburgh  
4180

**MR. NG KUMALO**  
**ACTING MUNICIPAL MANAGER**