



Comprised by Komga, Mooiplaas, Chintsa East, Haga Haga, Morgans Bay, and Kei Mouth Towns, with its Headquarters in Komga.

VACANCY / UMSEBENZI / BETREKKINGS ADVERTISEMENT

The Municipality is looking for a highly motivated; results oriented, suitably qualified, and experienced individual to fill the following vacant position:

BUDGET AND TREASURY OFFICE

Division : ICT Department/ Unit
Position : 1 x ICT and Desktop Technician
Task Grade : Task Grade 10
Remuneration : R 294 532.47 per Annum (Excluding Normal Council Benefits)
Duration : Permanent

MINIMUM REQUIREMENTS:

- Grade 12 plus National Diploma/ Degree in Information Communication Technology (ICT) or Information Technology (IT) or any relevant tertiary Qualification
- BTech/ Advanced Diploma/ Hons in ICT and IT will be an added advantage
- Certificate in Municipal Finance Management Programme (CPMD/MFMP) (added advantage)
- Minimum of three (3) years ICT or IT experience of which 1 year must be in municipal environment.
- Good Communication skills (written and verbal)
- Valid Code 8 Driver's License

KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Conducts first level maintenance of network equipment (servers, switches and the like), by examining the presenting problem, discussing possible solutions with other technical able persons/ service providers and conducting all changes by using the correct equipment and operating within the confines of approved IT policy
- Check All Requested forms for correctness in order to ensure that the correct authorization is present prior to setting up users to work on the network. In this manner required security checks are maintained
- Arrange through the LAN technician to set up default Network Passwords to comply with the requirements of the Executive Information Security Policy, by setting the Password Rules on the server in terms of Password complexity and expiration of passwords – thereby safeguarding the security of the system

- Controls access to the server room and monitors the working condition of the environmental control devices (i.e. Key Pad Devices, Security Gates of the server room Blocked out window, Temperature control, Air Conditioning, Smoke detector, cleanliness and tidiness). By checking and addressing issues identified the safety, security and good housekeeping of the server room is maintained
- Sets up and controls anti-virus software on the server in terms of the programme specifications and updates regularly as specified to maintain system checks
- Updates the Register of the Computers by inputting the name of the new user and appropriate data, noting the IP address and loading the required software, in order to enable the computer to function in the manner required.
- Sets up and maintains all financial systems (inzalo, payday, ontec and the like and specific accounts by inputting data and mapping the computer in the manner required (after ensuring the authenticity of the System Access Request Forms) and thereby ensuring continued access by the user.
- Sets up and maps all e-mail accounts by configuring these on the system and meeting with the user onsite to ensure that these are configured correctly and functioning in the manner required
- Provide ongoing IT software and hardware support to all users by engaging in the following activities:
 - Discuss software and hardware issues on-site or telephonically, after establishing the facts, troubleshooting the issue in a standardized manner and working with the user and/or system in order to resolve the issue at hand;
 - Works with the service providers of software utilized, by physically working alongside them (i.e. by testing, upgrading or implementing new systems and arranging on-site visits), in order to ensure that all software operates and functions in the manner required.
 - Monitors, tests and maintain all existing computer software and runs system checks, to ensure that the latest version and upgrade of the programme exists- thereby ensuring updated functionality.
 - Analyses and evaluates all new technology, equipment and software packages in order to establish their suitability for the current environment and reports on this to the manager, so that future planning to accommodate issues highlighted may occur

FURTHER INSTRUCTIONS TO THE CANDIDATES

The Municipality subscribes to the principles of employment equity. People with disabilities are encouraged to apply.

Interested Suitably qualified Candidates are to submit an application Letter, complete Curriculum Vitae, and certified copies of certificates of qualifications, SA ID copy and Driver's License Applicants not contacted within 30 days of the closing date must consider their applications as unsuccessful. The Great Kei Municipality reserves the right not to make an appointment.

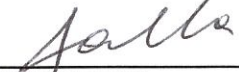
Applications must be submitted to:

**Director Corporate Services: Attention Mr. B.T. Douglas
Great Kei Municipality, Private Bag X 2, QUMRHA, 4950
OR 17 Main Road.
QUMRHA, 4950.**

For enquiries you can contact the HR & Admin Manager: Ms. T. Mgweba - 043 831 5700/35/38 during office hours

E- Mailed or Faxed applications will not be considered.

Closing date for the applications: 25 April 2025 at 16h30 pm



ISSUED BY:
MR. L.N. MAMBILA
MUNICIPAL MANAGER

DATE