



MANDENI LOCAL MUNICIPALITY EXTERNAL VACANCY

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

DEPARTMENT : COMMUNITY SERVICES AND PUBLIC SAFETY
POSITION : CYBER CADET X2
TASK GRADE : T06
SALARY NOTCH : R 123 146 per annum
SALARY SCALE : (R 123 146 pa – R 159 859 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : TUESDAY 28 JULY 2020 @12:00
REF NO : PN 43/2020

MINIMUM REQUIREMENTS:

- Grade 12 certificate plus Diploma in Information Technology/ Diploma in Desktop Support A+ qualification
- N+ Certificate will be an added advantage
- Trouble shooting Windows XP software and printer hardware
- 2-3 years' experience in computers, word-processing, internet, and email

SKILLS:

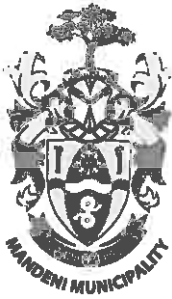
- Excellent written and verbal communication skills
- Excellent interpersonal skills

DUTIES:

- Assist and train library users in basic computer skills and internet searching
- Promote and develop computer services to the public
- Administer the usage of the computer services in the library
- Monitor PC, printer, and connectivity hardware and software
- Ensure policies for usage and security are adhered to by library users

Executive Committee

Cllr TP Mdlalose(Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr LB Magwaza (Speaker) Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntull | Cllr. LR Mdlatshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



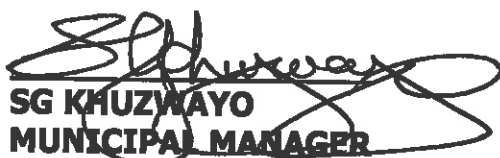
BENEFITS:

Pension fund, medical aid, attractive leave conditions and 13th cheque, and a housing subsidy subject to certain conditions.

DIRECTIONS TO CANDIDATES:

Inquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); tel: (032) 456 8200. **Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to Human Resources, via email: recruitment@mandeni.gov.za.** If you do not hear from us within 30 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with disability are encouraged to apply.


SG KHUZWAYO
MUNICIPAL MANAGER

Date: 17/07/2020