



Office of the Municipal Manager

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## **MANDENI LOCAL MUNICIPALITY INTERNAL/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 : CORPORATE SERVICES**  
**POSITION : IT DESKTOP TECHNICIAN**  
**TASK GRADE : 10**  
**SALARY NOTCH : R 225 748 PER ANNUM**  
**SALARY SCALE : (R 225 748 pa - R 293 038 pa)**  
**(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)**  
**CLOSING DATE : TUESDAY, 29 DECEMBER 2020 @12:00 PM**  
**REF NO : PN 82/2020**

### **MINIMUM REQUIREMENTS:**

- Grade 12 with Diploma in Information Technology / A+, N+, S+ certificate
- 1 years' experience in Information Technology Technical and System Support
- Local government experience will serve as an added advantage
- Valid driver's license

### **KNOWLEDGE, SKILLS & COMPETENCIES:**

- Good communication and presentation skills
- Knowledge of relevant legislations and local government processes
- Knowledge of computer networks, hardware, software and peripheral devices.
- Troubleshooting skills

### **DUTIES**

- Plans and prioritizes requirements associated with the provision of Desktop Support

Executive Committee

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



- Applies technical applications relating to the provision of support to the desktop environment and trouble-shooting, diagnosing and problem-solving faults with the operating system or desktop applications
- Co-ordinates specific sequences associated troubleshooting and problem-solving application problem and installs servers, personal computers. Peripherals, new software and/or hardware
- Disseminates information related to specific key performance areas of the functionality
- Prepares system functionality and performance reports
- Perform application penetration tests, assess the results and ensure that timeous mitigating and corrective action is taken
- Perform Information security risk analyses and periodic Information system activity reviews for Information security purposes
- Sound information security policies, practices and procedures Responsibilities
- Develop, implement, test and review the organization's Information security in order to protect Information /data and prevent unauthorized access to it.
- Develop, establish and maintain standards, procedures and guidelines to promote the security of computer –based application systems.
- Develop and maintain information and data classification guidelines, standards and procedures.
- Identify and address exposures to accidental or Intentional destruction, disclosure, modification, or interruption of Information that may cause serious financial and/or information loss to the organization.
- Be responsible for the protection of the electronic data processed by or stored by the organization.
- Perform information security risk analyses and periodic information system activity reviews for Information security purposes
- Establish and maintain information security standards, procedures and policies in compliance legislative and industry requirements.
- Control the Information security function in accordance with established policies and guidelines.
- Conduct and maintain the Information security risk assessment
- Coordinate security orientation and awareness programs



### **BENEFITS:**

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, and Pension fund would be applicable to the above post.

### **DIRECTIONS TO CANDIDATES:**

Enquiries 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, and proof of residence quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.** If you do not hear from us within 90 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) or at any Municipal building. Mandeni residents will be given first preference

**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.**

  
SG KHUZWAYO  
MUNICIPAL MANAGER

DATE: 08/12/2020