

DANNHAUSER MUNICIPALITY (KZN 254)

Dannhauser Local Municipality (KZN 254) is a Local Municipality situated in Northern KZN incorporating Hattingspruit and Durnacol with its seat at Dannhauser, invites suitably qualified candidates to apply for the following position:

DEPARTMENT : COMMUNITY SERVICES

SECTION : LIBRARY SERVICES

VACANCY : CYBER CADET

ESSENTIAL REQUIREMENTS

- Diploma in Information Technology qualification obtained from a recognised tertiary institution.
- 2 years' experience in Library information technology systems.
- Ability to communicate in both IsiZulu and English languages.
- A valid Driver's Licence.
- CompTIA accredited A + Certificate will be an added advantage.
- Basic understanding of trouble-shooting Windows XP operating system software, PC, and printers' hardware.

ACADEMIC AND OTHER PREFERRED REQUIREMENTS

- Maturity, analytic ability, and integrity
- Computer literacy
- Willingness to work long hours
- No criminal record
- Prove good health in line with the requirements of the job

DUTIES AND RESPONSIBILITIES

The successful candidate will be required to perform, inter alia the following duties:

- 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.
- Provide advice to library users on the use of ICT.
- Conduct ICT training for the public library users.
- Ensure that ICT hardware, software and network connectivity are maintained.
- Provide support to the librarian on usage of ICT.

REMUNERATION

Salary – Task 9 Notch1 of a Grade 2 Local Municipality (R 217 702.56 per annum) of a Grade 2 Local Municipality as per 2022/2023 financial year, plus normal fringe benefits including pension, medical aid, group life and 13th cheque.

Please note that **NO** applications by E-mail or Fax will be accepted.

Applicants should note that if they are not notified of the outcome of their applications within 30 days of the closing date for submission of applications, they may conclude that their applications were not successful.

The municipality reserves the right not to make any appointment following the placement of this advertisement.

Applications containing a detailed curriculum vitae accompanied by covering letter and certified copies of all qualifications marked “**CYBER CADET**” shall be sent to the Municipal Manager, 8 Church Street, Dannhauser, 3080, or handed in at

**8 Church Street,
Dannhauser
3080**

Any enquiries relating to this advertisement may be directed to the Acting Municipal Manager, Mrs. D Mohapi, at 8 Church Street, Dannhauser, Office no. **08** Main Building of Head Office, who can also be contacted on 034 621 2666 during office hours commencing from 07H30 – 16H00, with a lunch interval between 13H00 – 13H30, Monday to Friday.

Selection will be made in terms of the Recruitment, Selection and Appointment Policy of Dannhauser Municipality.

CLOSING DATE : **22 JULY 2022**

**MOHAPI DM
ACTING MUNICIPAL MANAGER**

NOTICE NO. 30/06/2022