

GOVAN MBEKI LOCAL MUNICIPALITY



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Head Office: Central Business Area, Horwood Street, Secunda, P/Bag X 1017, Secunda, 2302, Tel: 017 620-6000
Please contact our website for further details: www.govanmbeki.gov.za

PLEASE NOTE:

- **Interested applicants meeting the requirements should forward the following:**
 - 1) Official Application Form which is available at the Secunda Main Offices, All Regional Offices as well as the on the Municipal Website www.govanmbeki.gov.za;
 - 2) Detailed CV, Certified copies of Qualifications and Identity Document (**not older than 3 months old**)
 - 3) **Applications not submitted with the Official Application Form will not be considered**
- **All short listed applicants will be required to produce their original qualifications/documents at the interviews. Failure to comply will result in disqualification.**
- Applications must be addressed to: The Manager Human Resources, Private Bag X1017, Secunda, 2302. Faxed or e-mailed applications will not be considered.
- Applications can be submitted at all Municipal Offices throughout the Govan Mbeki Municipal jurisdiction.
- Communication will only be between the recruitment section and shortlisted candidates. Applicants who have not been contacted within thirty (30) days of the closing date should consider their applications unsuccessful.
- The Govan Mbeki Municipality reserves the right not to make an appointment and to re-advertise positions.
- The submission of an application gives Govan Mbeki Municipality the right to perform reference checks from current and previous employers as well as academic institutions
- People with disabilities are encouraged to apply and an indication in this regard will be appreciated.

INTERNAL / EXTERNAL ADVERTISEMENT CLOSING DATE: 11 JULY 2022 at 12:00

DEPARTMENT CORPORATE SERVICES

ICT ADMIN ASSISTANT (Section : Information Communication Technology)
REF: 2021-2022/96

Requirements:

- Grade 12
- Relevant Administrative / Clerical Certificate
- Minimum of one (1) year completed towards a National Diploma in Information Technology or Computer Engineering
- Six (6) months relevant experience
- Good communication skills and telephone etiquette
- Studying towards and appropriate Diploma or MCSE or A+ will be an added advantage
- Experience in Local Government administration will be an added advantage

Key Performance Areas:

- Receives all Supply Chain needs from all ICT Technicians and End-users and initiates the supply chain processes
- Coordinates specifications for all Network and ICT Equipment designed by the ICT Manager with the users or Technicians.
- Creates Requisitions on the system and may assist Supply Chain Management division (when required) in sourcing and verifying ICT related quotations.
- Follows up on orders with Supply Chain and Suppliers on behalf of the users,
- Ensures that all new infrastructures and Equipment are registered on the Asset Management System.
- Scheduling, confirming and updating the diary of the Manager; ICT Services and alerting or indicating priority/ urgent meetings requiring attention.
- Organising, confirming and scheduling meetings/ appointments with internal departments/ external officials, arranging the venue and attending to catering/ refreshments requirements.
- Copy typing and formatting documents/ reports and creates presentations using word processing and related office applications.
- Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of and communicating response established for specific/ or routine matters.
- Preparing notification, agendas and minutes for specific meetings (Portfolio Committee / Sectional) and attending to the distribution and/ or arranging for the collection of documentation prior to scheduled meetings.
- Maintains a schedule of all legislated documents website uploading timetable
- Co-ordinates with Planning and Development on Upload of Valuation Roll, IDP, SDBIP, etc.
- Co-ordinates with Budget and Reporting on Upload of Budget, section 71 Monthly and Quarterly reports, etc
- Co-ordinates with Revenue for the Uploading of Tariffs, Budget Related Policies, etc
- Ensure that all Supply Chain and HR Adverts are Uploaded and authorized accordingly

ANNUAL BASIC SALARY: R261 888.00 per annum (post level 8) plus normal company benefits & 25% NPA

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Head Office: Central Business Area, Secunda, P/Bag X 1017, Secunda, 2302, RSA Tel: 017 620-6000
Fax: 017 634-8019 E-mail: gbrecords@govanmbeki.gov.za Website: www.govanmbeki.gov.za

INTERNAL / EXTERNAL ADVERTISEMENT CLOSING DATE: 11 JULY 2022 at 12:00

DEPARTMENT CORPORATE SERVICES

ICT HELP DESK OFFICER (Section : Information Communication Technology)

REF: 2021-2022/95

Requirements:

- Grade 12
- National ICT Certificate or A+ or MCSE+
- Good communication skills
- One (1) year experience in ICT environment or twelve (12) months ICT In Service Training or Internship
- Experience in computer maintenance will be an added advantage

Key Performance Areas:

- Manage the IT Help Desk (log and clear job cards)
- Provide Telephonic and Remote Support
- Repair and maintain computers
- Upkeep of IT register (statistics)
- Perform Cat 5e Cabling
- Perform Daily backups
- Verify that All systems are up and running and record down-times
- Escalate Job Cards to ICT Technicians and Network Technicians

ANNUAL BASIC SALARY: R261 888.00 per annum (post level 8) plus normal company benefits & 25% NPA