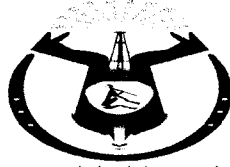


Ubuntu Municipality



**EXTERNAL ADVERTISEMENT
NOTICE NO: 8/2018**

Ubuntu Local Municipality, an equal opportunity, affirmative action employer with its headquarters in Victoria West, subscribe to the principles of employment equity and actively promotes representation in terms of race, gender and disability. Applications are currently invited for the following career development opportunities:

ICT INTERN

Duration: 2 year contract

Salary: R120 000.00 all inclusive

REQUIREMENTS OF THE POST

- Grade 12
- ICT Diploma
- Drivers Licence will be an added advantage

CORE KNOWLEDGE

- Microsoft Products Office, XP, Vista, Active Directory, Exchange etc.
- Desktop Support functions
- Remote trouble shooting

RESPONSIBILITIES:

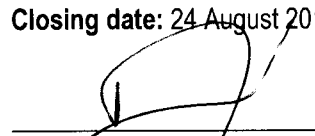
Install and maintain desktop computer systems according to technical specifications which includes:-

- Install and maintain operating systems and application software on desktop and laptop computers.
- Install and maintain computer hardware including media drives, printers, 3G card drivers, peripheral drives and the like
- Provide and offer effective and efficient ICT support services for all Ubuntu users
- Investigate and resolve hardware and software faults
- Provide first line support on all general and Ubuntu Municipal specific software and hardware issues.
- Create new network user account, alter user system details and remove past user accounts
- To liaise directly with users and Supply Chain Unit on matters related to acquisition of ICT product and services.
- Manage users calls and resolutions
- Provide technical support and training on effective use of technology
- Offer any Help Desk administration function.

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Acting Municipal Manager:

Enquiries can be directed to the Acting Manager Corporate and Community Services Manager: Ms. Nonceba Mkontwana at 053 6210 026

Closing date: 24 August 2018



Mr. D. Maposa
Acting Municipal Manager
Ubuntu Municipality
Private Bag X 329
VICTORIA WEST
7070

- Canvassing for appointment from Councillors and Management will automatically disqualify an applicant.
- If no reply is received within 30 days of the closing date, you should consider your application as being unsuccessful.
- No late, e-mailed or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- Correspondence will be limited to short-listed candidates.

The Municipality reserves a right not to make an appointment.