



HARRY GWALA DISTRICT MUNICIPALITY

CORPORATE SERVICES DEPARTMENT

IT SUPPORT OFFICER

SALARY GRADING: (T10) R239 271.96 - R310 576.68 p.a. (plus applicable benefits)
• Ref No. COP N 5/5/4/2/2

Requirements: • Grade 12/Matric • 3 year's qualification (NQF Level 6) in Information Technology or relevant qualification • 2 - 3 years' experience in the Information Technology environment • A valid motor vehicle driver's license.

Key performance areas: • Receive and prioritise end user support calls or requests.

• Troubleshoot less complex problems with remote and local users on line, telephonically and or visit user sites to analyze, diagnose and resolve application and operating system related problems • Provide guidance to new users with start-up or log-on procedures and or sequences, tools and capabilities of associated packages • Create shortcuts to facilitate easy access to commonly used applications and or setting up fields and formats for reporting purposes • Assist in preparing, maintaining, and upholding procedures for logging, reporting, and statistically monitoring desktop operations • Develop and maintain an inventory of all computer monitors, keyboards, hard drives, modems, network cards, and other components and equipment • Accurately document instances of desktop equipment or component failure, repair, installation, and removal • Liaise with third-party support and PC equipment vendors when necessary • Write technical specifications for purchasing of PCs, desktop hardware and related products • Communicate with Information Communication and Technology Section and Network Security Officer on aspects pertaining to end user computing and collaboration, equipment and application requirements • Keep and update all records/data containing IGR matters in accordance with the approved filing system • Responsible for implementation of all IGR resolutions passed in various fora, including those taken by the technical committee supporting District Intergovernmental Relations Fora and Technical and Political District Development Model.

DRIVER / MESSENGER

SALARY GRADE: (T4) R109 947.43 - R135 422.17 p.a. (Plus applicable benefits)
• Ref No. COP N 5/5/4/2/3

Requirements: • Standard 7/Grade 9 • 1 - 2 years' experience in driving • A valid motor vehicle driver's license with Professional Driving Permit (PrGDP).

Key performance areas: • Drive for official travel and business, or as requested • Maintain high standard of service to both internal and external passengers • Be punctual at all times and carry passengers safely to their destinations • Keep vehicle/s clean, tidy and in good working condition at all times • Keep vehicle/s secured at all times • Ensure that the vehicle is given regular/day-to-day maintenance checks: check oil, water, battery, brakes, tyres, etc • Ensure that safe driving practices are adhered to including local driving codes and internally agreed standards • Distributing mail/ internal correspondence to various departments/offices as required.

OFFICE OF THE MUNICIPAL MANAGER

PUBLIC RELATIONS OFFICER

SALARY GRADE (T11) R282 467.53 - R366 676.45 p.a. (plus applicable benefits)
• Ref No. MM J 5/5/4/2/1

Requirements: • Grade 12/Matric • 3-year qualification (NQF Level 6) in Public Relations or relevant qualification • 3 years' experience working in a relevant field • Computer literacy in Microsoft packages • A valid motor vehicle driver's license.

Key performance areas: • Identify the key deliverables and immediate goals detailed in Sector Plans and Council's Integrated Development Plan in respect of promoting public awareness • Co-ordinate planning, layout and distribution of publications and articles and seeking approval on articles and or information for inclusion in national, provincial and business print mediums • Attend to the information needs with respect to the internet or website of the Municipality, checking and seek approval for the usage or insertion of news items, articles and photographs • Co-ordinate and schedule media or press briefings • Arrange media presence for specific community functions or events • Keeping abreast of media reports relating to the Municipality's functions and addressing the publication of inaccurate reports.

Enquiries should be directed to: Human Resources Unit, on tel. (039) 834 8756/5504/8752. No faxed or e-mailed applications will be accepted.

Applications must be submitted with a signed Application Form which can be found on our website www.harrygwaldm.gov.za accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, Identity document and driver's license must be addressed to the Municipal Manager for Attention: **Miss N Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X501, IXOPO, 3276, or can be hand delivered at 40 Main Street, IXOPO, 3276, to reach us no later than 15h00, 04 February 2022.**

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within four months of the closing date of the advertisement, please accept that your application has been unsuccessful.

NB: Canvassing with Councillors or Management will lead to an immediate disqualification. The Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidate could be found.

NB: All applications must be submitted using the Harry Gwala District Municipality application form and failure to do so will lead to a disqualification.

MRS A.N. DLAMINI: MUNICIPAL MANAGER