



## **NKOMAZI MUNICIPALITY**

Nkomazi Municipality is an equal opportunity and Affirmative Action employer and observes the requirements of the Employment Equity Legislation.

**DEPARTMENT : CORPORATE SERVICES DEPARTMENT**  
**VACANT POST : IT TECHNICIAN**  
**RENUMERATION : TASK LEVEL 11**

Standard benefits includes: - medical aid, pension fund and UIF

**REQUIREMENTS :** National Certificate or Diploma in the appropriate IT

: Valid Drivers licence

: At least three years working experience on IT support

**DUTIES**

: Hardware/ software installation and system maintenance

: Co-ordinates specific sequences associated troubleshooting and problem solving, application problems and installs new software or hardware

: Communicating with the immediate superior on aspects pertaining to end user computing and/ or equipment/ application requirements.

: Diagnosing specific software related problems, interacting with vendors/consultant on corrective measures/ applicability of suggested solutions.

: Installing/configuring set-up commands, testing and solving of logs and conducting analysis and evaluation on the functionality of application software.

: Maintaining data dictionaries/ directories and controlling the distribution and retention of data on various storage devices.

: Performing upgrades and repairs to components/ peripheral devices.

: Setting up, installing and testing new units prior to handover and monitoring functionality in the live environment.

: Creating short cuts to facilitate easy access to commonly used applications and/ or setting up fields and formats for reporting purposes

: Assessing and presenting to the immediate superior the need for new software, upgrades and disposal.

: Evaluating competency level of end users and Interacting with the Buyer and/ or communicating with external suppliers to provide costs/quotations for new equipment/ software and submitting to the immediate superior for approval.

**CLOSING DATE : 22 JUNE 2017**

Application and CVs to be directed to: Director Corporate Services  
Private Bag X101  
**MALELANE**  
1320  
Tel no. 013-790-0245

Note: if there has been no response within three weeks after the closing date, the applicant must accept that his/her application has been unsuccessful.

Private Bag X101  
**MALELANE**  
1320

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**M D NGWENYA**  
**MUNICIPAL MANAGER**