



# EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer, with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply so as to fill the following vacant position:

## DEPARTMENT: CORPORATE SERVICES

## POSITION: CYBER CADET –BEROUW MODULAR LIBRARY

**Basic Salary: R173 929,80**

### Requirements:

- Grade 12
- Diploma in Information Technology or equivalent qualification
- 1 – 2-year experience in the IT environment
- Must have written and verbal communication skills
- Must be able to work with groups and individuals of all age groups including young children
- Required to work according to a roster thus include Saturdays

Reporting directly to the Librarian, the successful candidate will perform, among other things, the following duties:

- Assist and train library users in basic computer and internet searching
- 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
- Deal with all users complaints and queries;

**Detailed Curriculum Vitae, accompanied by covering letter and certified copies of qualifications and documents may be forwarded to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street, Utrecht: 2980 or P.O. Box 11 Utrecht 2980. For further information, you may contact the Human Resources Office at 034–331 3041.**

Canvassing for appointment will automatically disqualify an applicant.

If no reply to your application has been received within 30 days from the closing date, you should consider your application as having been unsuccessful.

The Department: Corporate Services will not take responsibility for information not mentioned in the submitted application.

**NO** late application will be accepted.

**NO** e-mailed or faxed documents will be accepted.

The Department: Corporate Services will not be held be responsible for lost applications unless proof of submission can be supplied.

All applicants may be required to undergo proficiency test.

**NO** application shall be considered without certified copies of the original documents. Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.

Reference checks will be done.

Applicants may be subjected to a vetting process.

Only Foreign qualifications accredited by the South African Qualification Authority will be considered.

**No recruitment agency contracted by Emadlangeni Local Municipality. Applicants shall be vigilant about scammers calling using own cellphone offering jobs on behalf of the Municipality. The Municipality will conduct recruitment and selection fair without involving any agency and the municipality request applicants to report scammers to SAPS.**

**CLOSING DATE: 28 MAY 2021**

  
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**MR S.S. DE KLERK**  
**ACTING MUNICIPAL MANAGER**