



# 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 and fill the following vacant position:

## DEPARTMENT OF COMMUNITY SERVICES AND PUBLIC SAFETY

CYBER CADET

PERMANENT POSITION.

SALARY: R 234 165.72 per annum

Task Grade 09

### Requirements:

- a) Grade 12
- b) National Diploma in Information Technology
- c) 1-2 Years relevant experience
- d) Must have written and verbal communication skills

### Duties:

Responsibilities of the Incumbent are as follows:

- Assist individual library users with basic computer skills (OPAC, Internet, e-books and other electronic media etc.)
- Assist individual members to create e-mails accounts
- Assist small groups of library users with basic computer skills
- Provide orientation to new library users on ICT services
- Update software and antivirus programmes on all computers
- Maintain ICT hardware in the library
- Train library users and new library staff on basic computer skills
- Maintain filtering software to prevent access to prohibited sites

**Detailed Curriculum Vitae, Application forms must be filled completely and correctly which is obtainable from the municipality website ([www.eMadlangeni.gov.za](http://www.eMadlangeni.gov.za)), copies of qualifications and can be forwarded to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street, Utrecht: 2980 or PO 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 of the closing date, you should consider your application as having been unsuccessful.
- The Municipality will not take responsibility for information not mentioned in applications.
- NO late applications will be accepted.
- NO emailed or faxed documents will be accepted.
- The Municipality will not be held responsible for lost applications, unless proof of submission can be supplied.
- All applicants may be required to undergo proficiency test.
- NO applications will be considered without originally certified copies of the documents and qualifications.
- 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 must have no criminal record or pending criminal / Departmental or civil cases.
- Shortlisted applicants will be subjected to a vetting process which will include security screening and fingerprint verification and
- 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: 27 FEBRUARY 2025



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**MRS GN MAVUNDLA**  
**MUNICIPAL MANAGER**