

UMzimkhulu



Municipality

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169 Main Street
Private Bag 53
UMzimkhulu 3297

Email: info@umzimkhululm.gov.za

PROVINCE OF KWAZULU-NATAL

KZN 435

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging positions.

1. CYBERCADET (PL3)

Requirements:

- Matric or Grade 12 and CompTIA accredited A+ Certification (N+ will be an added advantage);
- Provable, practical skills, knowledge and experience of computers, word processing, Internet and e-mail;
- Basic understanding of maintaining and trouble-shooting Windows 7 operating system software, PC and printer hardware (working on Windows 8.1 and Windows 10 will be an added advantage)
- Excellent verbal and written communication skills;
- Excellent interpersonal skills
- Qualification and work experience in a library environment will be an added advantage
- Willingness to work according to set library hours, including Saturdays.
- A Practical test will be administered to measure competency.

KEY PERFORMANCE AREAS INCLUDE:

Provide advice to library users on the use of ICT

- Assist individual library users with basic computer skills (OPAC, Internet, e-books and other electronic media, etc.)
- Assist individual members to create e-mail accounts.
- Assist small groups of library users with basic computer skills.
- Provide orientation to new library users on ICT services.

Conduct ICT training for public library users

- Compile basic computer skills training manuals.
- Train library users and new library staff on basic computer skills.
- Train users on the use of electronic media in the library, (SLIMS OPAC; encyclopedia, etc.)
- Keep attendance registers of people who attended the training.
- Maintain a booking system for people who need to be trained.

Ensure that ICT hardware, software and network connectivity are maintained.

- Update software and antivirus programmes on all computers.
- Maintain ICT hardware in the library.
- Provide advice on internet connectivity trends in the library.
- Log and follow up on calls for connectivity, hardware and software problems.

Ensure adherence to ICT policies and guidelines

- Maintain filtering software to prevent access to prohibited sites.
- Maintain time limit management software to ensure fair access to ICT services.
- Control printing of documents.
- Record statistics and compile reports on the use of ICT in public libraries.

Provide support to the librarian on the usage of ICT

- Attend to ICT queries from library staff.
 - Keep printouts of frequently requested information from the internet, e.g. popular topics for school projects.
 - Provide support to library staff with internet information queries.
- Provide ICT support for promotional projects.

P.A. TO CHIEF FINANCIAL OFFICE

POST LEVEL 4

MINIMUM REQUIREMENT

- Diploma in Local Government Finance/ Public Management Diploma/ Secretariat Diploma/Office Management or relevant Qualification
- Be fully computer literate and efficient in Microsoft word, Power Point and Excel.
- Must have good communication skills /written skills.
- 1-2 year Experience in Financial Management.

KEY PERFORMANCE AREAS

- Assist with various functions within Budget & Treasury-assist the Budget & Treasury incumbents with the financial system, capturing of information onto the system.
- Perusing Municipal Financial Management Act and requirements thereof for the Budget & Treasury Office and Minutes of Meetings and identifying and forwarding items requiring the attention of the Chief Financial Officer.
- Attending to the transactional processing sequence against allocated budget votes/ petty cash of expenditure incurred, claims and deductions and collating and forwarding reconciled amounts for further processing.
- End users for each department with regards to the municipal financial system (Moonsoft).

All applications with comprehensive curriculum vitae and application letter , certified copies of education qualification must be addressed to:

The Municipal Manager

Attention; Corporate Services Manager (MS N.N.NDUKU)

UMzimkhulu Municipality

P.O.BOX 53

UMZIMKULU

3297

Or hand delivery to 169 main street uMzimkhulu municipality old building to the Corporate Services Manager

CLOSING DATE : 11 FEBRUARY 2016

Enquiries can be directed to the corporate services manager .no fax or email application will be accepted, uMzimkhulu municipality is an equal opportunity employer with strong gender bias, woman and disabled candidates are encourage to apply

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Mr Z.S. SIKHOSANA

MUNICIPAL MANAGER.

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