



**Ugu District Municipality
Distrik Munisipaliteit
Umasipala Wesifunda**

EXTERNAL VACANCY

The Municipality seeks to appoint a suitably qualified person to the following position within the CORPORATE SERVICES DEPARTMENT:

**IT TECHNICAL ASSISTANT
Total Annual Salary: R 362 537.13 pa**

Reporting to the Manager: ICT, the successful candidate will be responsible for the following, inter-alia:

- Coordinating specific sequences associated with troubleshooting and solving hardware, software and applications problems.
- Installing/configuring set-up commands, testing and solving of logs and conducting analysis and evaluation on the functionality of application software.
- Providing support associated with the capability of application software, peripheral devices, connectivity and/or functionality of operating software and hardware devices.
- Analyses and provides recommendations pertaining to the information systems, hardware and software, and/or capacitates end user on specific applications.
- Performing specific administrative activities associated with ICT.
- Measuring and monitoring user satisfaction indicators and highlight any issues of concern.
- 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.
- Assisting with ICT Help-Desk duties such as receiving, prioritizing, and allocating end user support calls/requests to the relevant ICT personnel.

Requirements:

- A valid Grade 12 Certificate
- National Diploma: Information Technology or Relevant Information Technology qualification, A+, N+, MCSE or equivalent IT qualification.
- Good knowledge of Microsoft Office package (s).
- 1 – 2 years' experience in the IT Industry.
- A valid Code B drivers' license is essential.

Benefits:

- 13th Cheque
- Subsidised Pension and Medical Aid Schemes (subject to certain conditions)
- Subsidised Housing Scheme(subject to certain conditions)

The canvassing of councillors and/or management in respect of this position will lead to disqualification of the applicant.

Letters of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of qualifications to be forwarded to:

Recruitment@ugu.gov.za or The Manager: Human Resources, Ugu District Municipality, PO Box 33 (96 Marine Drive, Oslo Beach), PORT SHEPSTONE, 4240.

The closing date for applications will be 16h00, Friday, 25 July 2025 (If you do not hear from us within 30 days of the closing date, regard your application as unsuccessful)

The Municipality is an equal opportunity, affirmative action employer and in this vein, appropriately qualifying women and disabled persons are encouraged to apply.

The Municipality reserves the right not to make an appointment



MS MP GOBHOZI
ACTING GENERAL MANAGER: CORPORATE SERVICES



MR VO MAZIBUKO
MUNICIPAL MANAGER