

# THABAZIMBI MUNICIPALITY

PRIVATE BAG X530

THABAZIMBI

0380

Tel.: 014 777 1525 / Fax: 014 777 1531

Thabazimbi Municipality is an equal opportunity employer subscribing to the Employment Equity Act and hereby invites applications from suitable qualified experienced persons for appointment in the under mentioned post.

## **INFORMATION TECHNOLOGY ASSISTANT**

(CORPORATE SERVICES DEPARTMENT)

- SALARY:** Post Level 7 (R114 803.17) per annum
- QUALIFICATIONS:** Grade 12  
Information Technology Diploma or equivalent  
Experience in Computer networking & Unix will be an added advantage  
Valid drivers license
- EXPERIENCE:** 1 year credible experience relevant to the field  
Administration experience
- SKILLS:** Good interpersonal and communication skills.  
Ability to work under pressure.  
Ability to work for long hours.
- KEY PERFORMANCE AREAS:**
1. Handling of IT hardware & software faults
  2. Help to perform system administration tasks
  3. Load upgrades to the computer system
  4. Help to train staff
  5. Record faults & monitor the level of urgent spares
  6. Filing of documents associated with the position
  7. Other duties within the scope of the position
- BENEFITS:** Pension Fund, Medical Aid, Housing subsidy
- CLOSING DATE:** 15 July 2011

If you are interested and you are in possession of the necessary qualifications and experience, please address your CV and authenticated copies of your qualifications **OR** an application form duly completed together with authenticated copies of your qualifications to:

**Municipal Manager**  
Private Bag X530  
THABAZIMBI  
0380

Application forms are available at the Personnel Office of Thabazimbi Municipality, Corporate Services Department, Sarel Pelsers Centre, Rietbok Street, Thabazimbi or telephone number **014 777 1902 ext 105 or 106**.

- **Applications by fax or e-mail will not be accepted.**
- **No applications will be accepted without certified copies of qualifications.**
- **Canvassing with Councilors is not permitted and proof thereof will result in disqualification**

If you are not invited for an interview within 30 (thirty) working days from the closing date, you must accept that your application was unsuccessful. No further correspondence will be entered into.