



NEWCASTLE MUNICIPALITY VACANCIES

The following vacancies exist in the department as mentioned hereunder:-

DEPARTMENT: COMMUNITY SERVICES

Position	CYBER CADET : POST ID : COMM2521
Remuneration	R230 630,16 (Task Grade 8)
Qualifications	<ul style="list-style-type: none"> • Grade 12 / Matric • National Diploma in Information Technology or equivalent qualification • CompTIA accredited A+ certification • N+ or CCNA certification will be an added advantage • Ability to communicate in both isiZulu and English • Valid driver's license • General understanding of library procedures and services • Provable, practical skills, knowledge and experience of computer systems • General understanding of local government systems, procedures and processes • Good interpersonal and communication skills (written and verbal) • Ability to work under pressure • Willingness to work according to set library Hours including Saturdays
Experience	<ul style="list-style-type: none"> • 1-2 Years relevant experience
Responsibilities	<ul style="list-style-type: none"> • Promote and develop computer services to the public • Administer the usage of the computer services in library • Monitor PC, printer and connectivity hardware and software • Ensure policies for usage and security are adhered to by library users • Provide advice to library users on the use of ICT • Conduct basic computer training for public library users • Ensure ICT hardware, software and network connectivity and maintained • Provide support at the librarian on usage of ICT

Detailed CV's can be placed in the box with the Security : Rates Hall, Tower Block, 1st Floor, Murchison Street, Private Bag X6621, NEWCASTLE, 2940. For further information you may contact the Chief Librarian : Aletta Botes at 034-328 7617

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 60 days of the closing date, you should consider your application as being unsuccessful.
- The Directorate: Human Resources will not accept responsibility for information not mentioned in applications.
- **NO** late applications will be accepted.
- **NO** e-mails or faxes will be accepted.
- The Directorate: Human Resources will not be held responsible for lost applications unless proof of submission can be supplied.
- All applicants may be required to undergo a proficiency test.
- **NO** applications shall be considered without certified copies of the original documents of qualifications.
- The Newcastle Municipality adheres to the provisions as contained in the Employment Equity Act to ensure representatively through the process of affirmative action.

- It would be expected of candidates to be subjected to thorough evaluations and that previous and current employers and references will be contacted. Verifications will be done on his / her qualifications, criminal and credit records.
- Applicants must have no criminal record or pending criminal/departmental or civil cases. The candidate will be required to disclose all financial interest and will be subjected to competency assessment.
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification.
- Applicants should be a South African citizen or permanent resident.
- **SHOULD** the candidate be successful in the interview and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.
- **The attached application form for employment must be completed in full, accurately, and legibly.**
- **All information relevant to a candidate must be provided on this form.**
- **Any additional information may be provided on the cv.**

CLOSING DATE : 2 JUNE 2023