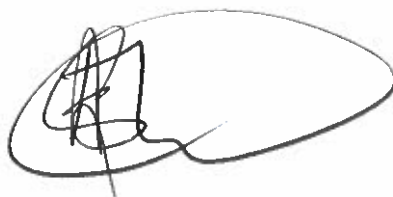


**LESEDI LOCAL MUNICIPALITY, GAUTENG
ADVERTISEMENT
INTERNAL/EXTERNAL**

- Job notice number: 57/2018
- 1. Job Title: INFORMATION & COMMUNICATION TECHNOLOGY SPECIALIST**
- Department: COMMUNITY SERVICES
- Number of Positions Available: 1
- Remuneration: R 267 960 – R 347 856 per annum
- Appointments requirements: Must be in possession of a 3 year Diploma/Degree in IT A+, N+, MCSE qualifications, ITIL Fundamentals, Matric Certificate, MS Office, Project and Window Operating Systems (Windows and Unix), Networking GBN, WAN utilisation and response times, Familiar with Symphony and (SIRSI) and valid driver's license.
- Personal Attributes/competencies: An ability to work individually as well as in a team. Must be able to work under extreme pressure A positive attitude and interest in delivering a project as part of a team, Self-motivated and does whatever is required. Sound understanding of IT departmental procedures including technical standards and process manuals. Ability to meet tight deadlines. Ability to handle multiple assignments. Sound judgement and problem –solving skills. Good inter-personal skills, ability to communicate at all levels.
- Duties: Assist and maintain Library Management system. Provide Technical support to all libraries around Lesedi vicinity. Ensure effective and efficient functioning of all IT related equipment at libraries, continuous updating of database on all IT equipment's. Provide computer training to library staff and patrons, Act as a technical resource in assisting Users to resolve problems with equipment and data. Extract and compile data reports from the system, specifically to users, asset verification as well as any reports needed from the system. Apply and maintain IT security systems and policies. Perform data back up and recoveries.
- 2. ASSISTANT LIBRARIAN (3 year contract)**
- Department: COMMUNITY SERVICES
- Number of Positions Available: 1
- Remuneration: R 277 008 per annum
- Appointments requirements: Diploma in Library and Information Services. Applicable experience will be an advantage. Computer Literate. Excellent interpersonal skills. Must be efficient and effective. Must have good eyesight and be healthy. Must have a valid driver's license.
- Personal Attributes/competencies: An ability to work individually as well as in a team. Must be able to work under extreme pressure.
- Duties: Be able to conduct all library activities and required functions so that the public has access to the library. Required to provide efficient, Effective and as well versed information to the public. Be able to Conduct all administrative activities so that information to the public is Accessible.



KINDLY NOTE

Qualification and SA citizenship checks will be conducted on all short-listed candidates. Where applicable, successful candidates will be subjected to additional checks/security checks. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). **APPLICATIONS:** To apply interested candidates must submit a fully completed application form obtained from our website: www.lesedi.gov.za. Attach a signed application letter, a comprehensive Curriculum Vitae (CV), certified copies of qualifications, driver's license and Identity Document to the Human Resource Office. **Faxed, emailed or applications not made on the applicable application form will not be considered.** Lesedi Local Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. If you do not hear from us within 90 days after the closing date, kindly accept that your application was unsuccessful and communication will be limited to shortlisted candidates. Applications in sealed envelopes must be hand-delivered to the Human Resource Office: Corner HF Verwoerd and Louw Street, Heidelberg during office hours only.

All enquiries relating to job content can be directed to the **Senior Human Resource Practitioner, Ms. Nerina Ramsammy @ Tel 016 492-0207 nerinar@lesedi.gov.za or Mr. Teboho Tsoku @ Tel 016 492 – 0099 tebohot@lesedi.gov.za** during office hours.

Applications to be posted to:

P.O Box 201
Heidelberg
1438

Closing date: 20 October 2018