



MSINGA MUNICIPALITY
EXTERNAL ADVERTISEMENT: IT INTERNSHIP (1 POSITION) 24 MONTHS
CONTRACT

Msinga local municipality (KZ 244) invites suitably qualified candidates to apply for the following position:

VACANT POST : IT INTERNSHIP
SALARY SCALE : R 60 000.00 PER ANNUM

REQUIREMENTS FOR THE POST:

- Matric
- The candidate should hold as a minimum, a three-year Bachelor's Degree (NQF Level 7) or National Diploma (NQF Level 6) or A+ and N+
- Proficient in Computer Skills such as Microsoft Office Applications, and Internet browsing.
- Good interpersonal and communicative skills (verbal and written)
- The intern will sign both an employment contract and an internship agreement. The purpose of the agreement is to ensure commitment to the programme which require, amongst other, full participation in the educational and workplace assignments and observance of policies and procedures of the municipality.
- The candidate must be between the ages of 18 and 35.

DUTIES AND RESPONSIBILITIES

- IT Support in installation. Setup and maintaining hardware, software and other systems.
- Respond to user requests for service, troubleshoot problems and help develop solutions to Municipal employees.
- Organize and maintain IT resources and Communication Networks.
- Assist in maintaining inventory records and documentation for equipment.
- Monitor backup systems and procedures to ensure data security.
- Record activities, solutions and other responses to request for service.
- Perform minor repairs to equipment and arrange for other servicing needs.
- Monitor antivirus software and update and repair computers infected with spyware, adware and/or viruses.
- Manual logging of tickets for incidents and resolutions.
- Uploading Municipal content to the website.
- Perform other duties/ projects as assigned.

Applications must be submitted on Msinga Municipality application form, obtainable from our Municipal Offices in Tugela Ferry and be handed in or posted to Private Bag x 530, Tugela Ferry, 3010, together with a comprehensive CV, Certified Copies of certificates and I.D Copy in a sealed envelope clearly marked "**APPLICATION: IT INTERNSHIP**" not later than 12 noon on **20 OCTOBER 2020**. No late or faxed applications will be considered. For further information regarding the requirements for the application as well as the post content, please contact **HR MANAGER: Miss TFN NKALA** or **DIRECTOR CORPORATE SERVICES: MR M.V NTANZI** on 033 493 0761/2/3/4.

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful. The municipality is an equal opportunity and Affirmative action employer.



S.L. SOKHELA
MUNICIPAL MANAGER

2020/10/5
REFERENCE: 4/3/R