

SWELLENDAM MUNICIPALITY
ICT INTERNSHIP
(ONE [1] YEAR FIXED-TERM CONTRACT)
Salary : R 100 000 per annum (all inclusive)

Qualification & Experience:

- A relevant ICT qualification at NQF 6 Level;
- 1 – 2 years' relevant experience in IT Support;
- Fluent in at least 2 of the 3 languages of the Western Cape.
- Code B Driver's License

Technical requirements:

- Advance computer Literacy (MS Office Package);
- Knowledge of ICT Policies and Procedures.
- Good understanding of End-User Technical Support, ITIL frameworks, Networking Principles, Active Directory, Windows Server (2019–2022), Office 365, and Azure Concepts.

Skills:

- Attention to detail ; Analytical skills ; Sound reporting writing and presentation skills ; Good communication skills.

KEY DUTIES:

- Install, configure, and maintain hardware and software per IT policies and procedures;
- Setting up, installing new hardware and testing new units prior to handover and monitoring functionality in the live environment;
- Provides support associated with the capability of application software, peripheral devices, connectivity and / or functionality of operating software;
- Troubleshoot IP conflicts, resolve LAN/WAN issues, and ensure secure, uninterrupted network connectivity;
- Troubleshooting less complex problems with remote and local users on line/ telephonically and/ or visiting user sites to analyse, diagnose and resolve application and operating system related problems;
- Providing support to ICT Tools and system users within the Municipality;
- Providing guidance to new user's start-up/ log-on procedures and / or sequences, tools and capabilities of associated packages;
- Evaluating competency level of end users and conducting demonstration or instruction- based training capability;
- Updating asset details of computer equipment and accessories located within the Municipality;
- Provides support with the updating and maintaining of the municipal website;
- Administer network cable installations, set up network points, and test wireless networks pre-implementation;
- Analyze the problem, identify the cause of the problem and implement a timely solution.

Applications, on the **official application form** with a CV, certified copies of **ALL** qualifications mentioned on the CV, Identity Document and at least one reference, must be directed to the Human Resource Manager (Mr P. Le Roux) to reach him on or before **Friday, 28 March 2025 at 16:00**. It is **compulsory** to complete the official application form in your own handwriting. Applications that do not have supporting documentation will be automatically disqualified. Applications can be submitted at the various administrative offices at Swellendam, Buffeljagsrivier, Suurbraak and Barrydale. **NO** applications by fax will be accepted. Applications (maximum 15pages) via e-mail can be sent to careers@swellendam.gov.za

Swellendam Municipality is an equal opportunity employer. The employer reserves the right not to make an appointment. Canvassing with councillors is an offence and will result in the disqualification of an application. If you do not receive correspondence within eight weeks of the closing date, you must accept that your application was unsuccessful.

HR Offices, Rhenius Street
SWELLENDAM, 6740
Tel.nr: (028) 514,8500

A. VORSTER
MUNICIPAL MANAGER

(Notice HR 04/2025)