

VACANCY

UNEMPLOYED GRADUATE

•FINANCE AND CORPORATE SERVICES

- All-inclusive Stipend - R84 000.00 per annum
- 2 Year Fixed period

The Sarah Baartman District Municipality (SBDM) has embarked on a drive to promote the district business model of capacity building and the support to local municipalities. To this effect funding has been set aside to finance an Unemployed Graduate Programme to ensure that unemployed graduates are provided with relevant practical training skills and appropriate experience in various disciplines.

SBDM furthermore invites applications from unemployed Graduates that resides in the following Local Municipalities: Dr Beyers Naude Municipality, Blue Crane Route, Kouga, Koukamma, Makana, Ndlambe and Sundays River Valley to participate in the **following internship programmes:**

► INFORMATION TECHNOLOGY

CORE REQUIREMENTS: •Tertiary qualification in one of the following: National Diploma in Information Technology Support Services/Information Technology Communication Networks or Degree/BTech in Information Technology, preferably in Communication Networks •Completed CompTIA A+, Network+, and MCSA qualification •Must be a good communicator (written and verbal), honest, reliable, proactive and problem solving capability •Attention to detail and willing to go the extra mile •Incumbent must have ICT technical passion and have basic knowledge of Microsoft packages.

KEY RESPONSIBILITIES: •Performing Helpdesk Support, End-user support, maintain and troubleshoot computer hardware and software •Maintain LAN printers, Desktop local printers, First Tier Network Support and Basic Administration •Ensure day to day monitoring of updates of Antivirus software application on client machines •Maintenance assisting with cloning and software application installation and operating system •Adding of PC to the domain, cabling, assembling and setting up computer workstations and projectors •Setting up teleconference and video conference meetings •Support users using Active Directory •Perform support to end-users using remote application •Assist in requests for desk phone service and iPad phones email configurations, ensuring requests are properly opened, resolved in a timely manner, documented and closed in the ticketing system.

CLOSING DATE: 7 AUGUST 2020

Application forms are obtainable from the **CORPORATE SERVICES** section or contact extension 041 508 7001 or 041 508 7044 for further information. Applications containing detailed Curriculum Vitae with certified qualifications must be lodged to the **CORPORATE SERVICES** section in an envelope marked "CONFIDENTIAL" and stating the position applied for. **ALTERNATIVELY, FROM THE SECURITY FOYER - STANDARD BANK BUILDING, 32 GOVAN MBEKI AVENUE, PORT ELIZABETH.** These application forms can also be downloaded from the Council's website: <http://www.sbdm.co.za>.

SBDM draws the attention of all interested applicants to its decision to relocate its Head Offices in Kirkwood and further confirms that the relocation process will take place in the near future.