

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representativity (in terms of race, gender and disability).

**IT Help Desk (03 Years contract)**

**SALARY: R144 319, 92 Per Annum (Benefits includes: Medical Aid, and 13<sup>th</sup> Cheque)**

**REQUIREMENTS:**

- Matric certificate
- Office Admin
- IT Diploma
- MCSA (Windows Server 2012)
- MCSE

**SKILLS REQUIRED:**

- Communication skills
- Reporting skills

**RESPONSIBILITIES:**

- Assist end users over the phone (remotely) assign job-cards for technicians and administrator
- Make follow ups on logged calls
- Create daily reports
- Telephone Support
- Assigning of logged calls
- Reports writing

**Enquiries in respect of the above position should be directed to the Finance Manager: Mr TIM Makhubu @ 036 448 8000 EXT: 80 during office hours**

**A comprehensive Curriculum Vita, together with certified copies of qualifications and ID copy and the form for application of employment available on the municipal website and in the HR Office, should be sent to:**

**OKHAHLAMBA MUNICIPALITY, P.O. BOX 71, BERGVILLE, 3350**

The closing date for applications is **20 August 2020, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

Should you not be contact within 30 days from the closing date, your application should be deemed to have unsuccessful.

**SN MALINGA**  
**Municipal Manager**