



# PRINCE ALBERT MUNICIPALITY

33 Church Street / Private BAG X53

PRINCE ALBERT, 6930

## NOTICE 18/2025 – EXTERNAL VACANCY

The PRINCE ALBERT MUNICIPALITY has the following vacancy available in the Directorate: Financial Services, to be filled as soon as possible:

### INTERN: INFORMATION TECHNOLOGY SUPPORT

Directorate: Financial Services

Post identification: WC052-1.2.4.1

#### MINIMUM REQUIREMENTS

- A relevant ICT qualification at NQF 6 Level;
- 1 – 2 years' relevant experience in IT Support;
- A valid Code B driver's license;
- Advance computer literacy (MS Office Package);
- Knowledge of the ICT Policies and Procedures;
- Attention to detail;
- Sound reporting writing and presentation skills;
- Analytical skills;
- Good communication skills;
- Good Grasp or understanding of End-User Technical Support; ITIL concepts, Networking Concepts, Active Directory, Windows server 2019 – 2022, O365 concept and Azure Concept;
- Effective communication skills in at least two of the three official languages of the Western Cape.

#### KEY PERFORMANCE AREAS

- Troubleshooting and endpoint computer and installs new software and/or hardware;
- Configuring set-commands, testing, solving of logs, conducting analysis and evaluation of functionality on technical municipal systems;
- Performing upgrades and repairs to components / peripheral devices;
- Setting up, installing new hardware and testing new units prior to handover and monitoring functionality in the live environment;
- Provides administrator support associated with the capability of application software, peripheral devices, connectivity and / or functionality of operating software;
- Provide support, administration, monitor backup processes and network services availability for Prince Albert Municipality;
- Engage with Service Providers for ensuring compliance with the SLA;
- Trouble shooting 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 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> line support to ICT Tools and system users (Officials and Councillors within the Prince Albert Municipality);
- Providing guidance on training 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;
- Updating and maintaining of the municipal website.

#### **REMUNERATION**

R 120 000.00 per annum

#### **STATUS OF POSITION**

One (1) year fixed-term contract appointment.

#### **CLOSING DATE**

**FRIDAY 14 MARCH 2025 AT 15H00.**

#### **GENERAL**

1. Applications must be submitted on the prescribed application form together with a curriculum vitae and certified copies of the candidate's qualifications, academic transcript, identification document and other relevant supporting documentation must be posted to the following address:  
**Mr Abridon Sass – Human Resource Management Department**  
**33 Church Street, Prince Albert, 6930**  
**Contact number: 023 541 1036**
2. Applicants are encouraged to submit applications to [jobapplications@pamun.gov.za](mailto:jobapplications@pamun.gov.za) .
3. Candidates must be willing to be subjected to a practical test and interview and evaluation process and be aware that previous employers and referrals can be contacted and their qualifications, credit record can be verified.

4. Queries can be directed as follow:

<b>Job-related enquiries</b>	<b>Donovan Plaatjies</b> Tel: 023 541 1668 Email: <a href="mailto:donovan@pamun.gov.za">donovan@pamun.gov.za</a>
<b>Human resource, recruitment and selection process enquiries</b>	<b>Mr. Abridon Sass</b> Tel: 023 541 1036 Email: <a href="mailto:abridon@pamun.gov.za">abridon@pamun.gov.za</a>

5. The completion of the application form in your own handwriting is **compulsory**. Please take note that applications that do not contain supporting documentation, will be automatically disqualified.
6. Prince Albert Municipality is an equal opportunity employer. The Municipality reserves the right not to make an appointment. Canvassing with councillors is an offence and will result in the disqualification of an application. If no feedback is received within eight weeks of the closing date, please consider your application as unsuccessful.



**NOËL VAN STADE**  
**ACTING MUNICIPAL MANAGER**  
**DATE: 24 FEBRUARY 2025**