



UMDONI MUNICIPALITY

THE J.E.W.E.L OF THE SOUTH COAST

CYBER CADET MN206/2026 EXTERNAL ADVERTISEMENT

Applications are invited from suitable qualified, and or experienced person for the above-mentioned position.

REQUIREMENTS:

The applicant must have a valid Grade 12 Certificate • National Diploma in ICT or any other relevant qualification • A valid driver's license A minimum of 1-year relevant experience in library environment will be an added advantage • Knowledge of working with hardware and software • **Skills:** Advance understanding of maintaining and troubleshooting Windows operating system, software, PC and printer hardware • Excellent verbal and written communication skills • Excellent interpersonal skills as well as Customer Service • Ability to work under pressure

DUTIES:

- Provide advice to library users on the use of ICT • Conduct ICT guidance for public library users • Ensure ICT hardware, software and network providence connectivity are maintained • Ensure adherence to ICT policies and guidelines • Provide support to library staff on the usage of reception • Troubleshooting technology issues • Provide network access to personnel • Maintain a log and/or list of the required repairs or maintenance • Give time limits to the users to ensure that other users also have access to the computers and the internet • Monitor the use of the scanner and printer and where applicable ensure that the payments allocated to users • Compile a computer manual training • Perform specific administrative and reporting requirements, by maintaining attendance records of users weekly and monthly • Receipting and reconciling payment made for printing (colour or black and white) • Preparing and forwarding monthly statistical reports to the Librarian • Keeping accurate records of log ins and inventories of the internet café

Salary: The incumbent will be remunerated at **R277 000 p a** for permanent with other Municipal Benefits.

Applicants must forward a complete prescribed application form, a comprehensive Curriculum Vitae and certified copies of qualifications together with a covering letter in an envelope marked "Private and Confidential" to: The Human Resources Office, PO Box 19, Scottburgh, 4180 by no later than **31 July 2026**. Alternatively, applications may be hand delivered to the Scottburgh Municipal Offices **No Faxed or Emailed Applications will be accepted**. Applicants who have not been contacted within 3 months from the closing date should consider their application to have been unsuccessful.

Application forms can be obtained on Umdoni Municipality website and HR Office.

UMDONI MUNICIPALITY IS COMMITTED TO EMPLOYMENT EQUITY.

Council reserves the right not to make an appointment.

We thank all applicants for their interest. Communication will be with short listed candidates only.

Municipal Offices
Cnr. Bram Fischer & Williamson Street
PO Box 19
Scottburgh
4180
Ph: (039) 976 1202

MR. DD NAIDOO
MUNICIPAL MANAGER - ACTING