



Nketoana Local Municipality

Reitz, Mamafubedu, Lindley & Arlington

NKETOANA LOCAL MUNICIPALITY

EXTERNAL / INTERNAL ADVERTISEMENT

The Municipality hereby invites applications from qualified, experienced, innovative, and energetic individuals to apply for the following vacant positions

DIRECTORATE: MUNICIPAL MANAGER'S DEPARTMENT

FIELD TECHNICIANS X2 (Re Advert)

REMUNERATION: R 286 820.03 per annum level 5/4 Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance).

REQUIREMENTS: Grade 12. Diploma in IT. Azure Preferred (A+, N+), Industry Certificates will be an added advantage.

EXPERIENCE: 2 years'+ experience. Strong working of Microsoft based operating system with emphasis on windows 10 Pro, 11 Pro. Experience with 2022 exchange server administration. Some TCP/IP experience. Basic understanding of PC hardware setup and configurations. Repairs of HDD and LED monitors. Software installation e.g. AV, Microsoft 365.

KEY PERFORMANCE AREAS: Provide on-site technical support for hardware, software and network issues. Troubleshoot and resolve computer and peripheral device problems quickly and efficiently. Perform regular and resolve computer and peripheral device problems quickly and efficiently. Perform regular system maintenance and updates to ensure optimal performance. Educate clients on best practices for IT security and system use. Collaborate with the IT support team to address complex issues and escalate when necessary. Maintain detailed records of service calls and technical support activities. Strong knowledge of computer systems, networks and software applications. Proficiency in diagnosing and resolving technical issues. Excellent communication and interpersonal skills. Ability to work independently and manage multiple tasks effectively.

DIRECTORATE: CORPORATE DEPARTMENT

SWITCHBOARD OPERATOR (Re-Advert)

REMUNERATION: R 219 517.97 per annum level 7/4. Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance.)

Requirements: Grade 12. NQF Level 5 Certificate in office administration. Computer Literacy. Ability to communicate in local languages. Ability to work on initiative and under pressure.

Experience: 1-2 years' experience in customer services.

Key Performance Areas: Operates telephone / switchboard service. Provide information and assistance regarding telephone numbers and completes certain types of calls. Enquire as to the nature of calls to refer to appropriate person or service. Answers internal or external call (local and long distance) and transfer calls, as required, takes and relays messages. Attending to telephonic calls and/ or visitors, establishing nature of visit and directs requests to appropriate personnel. Recording details of enquiries and/ or messages in the absence of personnel and forwarding for attention upon availability and/ or communicating routine information to the enquirer referring to the municipal calendar, directory and other sources of information. Receiving requests from internal personnel with respect to specific contact details, searching and locating telephone numbers and/ or physical/ postal address using the directory or electronic voice activated enquiry systems and, make available information or initiates contact and transfers the call. Corrects and updates electronic telephone directory. Typing, photocopies, complete and distribute documents related to reception, telephone service or any other routine document.

DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES

ADMINISTRATION CLERK

RENUMERATION: R 219 517.97 per annum level 7/4. Annual salary plus service benefits (13th cheque, employer contribution to the pension fund, housing and medical aid allowance)

REQUIREMENTS: Grade 12. NQF Level 5 Certificate Public Administration / Business Administration. Computer Literacy. Ability to work on initiative and under pressure.

EXPERIENCE: 2-years relevant experience

KEY PERFORMANCE AREAS: Capturing and analyzing data to the relevant systems and generating reports from the systems when required. Interacting with relevant sections, supervisors or personnel on outstanding/ complete documentation (e.g. requisitions,



reinstatement orders) and/ or information. Accessing and inserting information into appropriate fields on the computer system and creating work orders and/ or other related instructional-based documentation detailing work requirements. Capturing and checking the accuracy of data on specific applications recorded and providing guidance on sequences necessary for query resolution to administrative personnel. Providing a front desk support function by attending to visitors, taking telephone calls, and establishing the nature and/ or urgency of the query/ complaint. Interacting with relevant Sections/ Branches on queries/ problems and/ or accessing/ retrieving details of work undertaken/ in progress or completed, to support departmental response/ feedback. Providing information related to work order requirements to the relevant manager of technical services for attention. Reverting to the enquirer/ complainant and providing details to support specific outcomes or commenting on the status and/ or attention afforded to the query/ complaint. Receiving queries on personnel administrative matters from the various Offices and communicating/ referring to the relevant personnel for attention and feedback.

NB: Applicants for applied before are encouraged to re-apply

APPLICATIONS AND CONDITIONS OF APPOINTMENT:

1. Applicants must fill in an Application Form (Annexure B) obtainable at Municipal Offices or Download Application Form directly from the Nketoana Local Municipality website at www.nketoanalm.gov.za.
2. **No Applications will be considered if it is not on the Official Application Form. The application form must be accompanied by detailed CV with contactable references, certified original copies of qualifications not older than 3 months, Identity document, and covering letter depicting the post applied for.** Faxed or e-mailed applications will not be considered.
3. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach proof thereof.
4. The successful candidate will be required to sign an Employment Contract on or before assumption of duty and the necessary Disclosure of Financial Interest Forms.
5. Due to the large number of applicants, correspondence will be limited to the short-listed candidates only. If you have not been contacted within a period of 90 days after the closing date of the advertisement, kindly accept that your application has been unsuccessful.
6. The municipality reserves a right not to appoint any applicant to this position.
7. A candidate who canvasses for preference will be disqualified.
8. Fraudulent qualifications, information or documents will disqualify any applicant
9. Candidates from the designated groups, including those with disabilities are encouraged to apply.
10. The Municipality will never request money from a candidate in exchange of being awarded a vacant post, we are not selling posts, should such act occur please report it to the Law Enforcement Authority (National Prosecuting Authority (NPA) / South African Police Services)
11. No subsistence costs will be paid to any candidates invited for interviews.



Application form, Covering Letter with comprehensive CV's and original certified copies of qualifications must be posted to the address below, or be hand delivered at Corner. Church & Voortrekker St, Reitz.

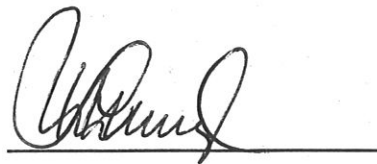
Nketoana Local Municipality

PO Box 26,

Reitz,

9810

CLOSING DATE FOR THE POSITION: 04TH September 2026 @ 13:00



MR SM NHLAPO

MUNICIPAL MANAGER

"TOGETHER WE CAN DO MORE"

