



# JOHN TAOLO GAETSEWE DISTRICT MUNICIPALITY

The John Taolo Gaetsewe District Municipality, situated in Kuruman is an equal opportunity employer, and hereby invites suitably qualified candidates to apply for the under-mentioned vacancy.

## External Advertisement IT CLERK (PERMANENT POSITION)

Remuneration: R329 052, 83 - R363 328, 74 per Annum

### Requirements:

- BSc in Computer Sciences/B com degree in IT
- Knowledge of computer programs
- Excellent verbal and written communication skills
- Valid driver's license
- Ability to work with different employees

### Key Performance Areas:

- Co-ordinates specific sequences associated troubleshooting and problem solving application problems and installs new software and/ or hardware
- Provides support associated with the capability of application software, peripheral devices, connectivity and/ or functionality of operating software and hardware devices
- Analyses and provides recommendations pertaining to the information systems hardware/ software and/ or capacitates end-user on specific applications
- Performs office work using typical office technology skills
- Record keeping for the unit

### Conditions:

1. Each applicant must submit the following:
  - Completed "Application form for staff members" which can be downloaded from the JTGDM web-site on [www.taologametsewe.gov.za](http://www.taologametsewe.gov.za)
  - A signed application letter;
  - A comprehensive CV;
  - Certified copies of qualifications,
  - Transcripts of the professional qualifications;
  - Certified ID and driver's license
2. No late applications will be considered.
3. Candidates will be subjected to vetting, rigorous verification of qualifications and references as well through evaluation and the establishment of possible and criminal records;
4. The candidates will be required to disclose all financial interests.
5. The appointment of successful candidate is subjected to the signing of employment contracts and performance agreements;
6. The Municipality reserves the right at all times not to appoint.
7. If you do not get any response within 30 days of closure of the advertisement, please accept that you were unsuccessful.
8. No faxed or emailed application will be accepted.
9. The John Taolo Gaetsewe Municipality subscribes to the principles of employment equity
10. Canvassing will disqualify any candidate from being considered for appointment

### Applications for the position should be forwarded to:

The Municipal Manager, John Taolo Gaetsewe District Municipality, P.O. Box 1480, Kuruman or hand delivered to 4 Federale Mynbou Street, Kuruman, on or before **27<sup>th</sup> October 2023**.

All enquiries can be directed to the HR Manager Mrs Portia Mereyotlhe @ 053 712 8750/8710/8714.

Mr KK Teise  
Municipal Manager