

ADVERT SUMMARY

Graduate EPWP Intern:	ICT SUPPORT Officer x 1 – Worcester Regional Library
Recruiter:	Department of Cultural Affairs and Sport, Western Cape Government
Reference:	EPWP 002/2021
Contract Period:	From date of assumption of duty until 31 March 2022

ADVERT DETAILS

Directorate:	Library Service
Offer:	Stipend between R154,00 and R231,00 per day
Closing Date:	18 June 2021
Enquiries:	Y Herbst – 023 347 5053

MINIMUM REQUIREMENTS

- ICT/Computer certificate/diploma with 1-year proven ICT experience.
- Applicants must be between the ages of 18-35 years

RECOMMENDATIONS

- Code 8/B Driver's License

KEY PERFORMANCE AREAS

The successful candidate will be responsible for:

- End User Environment (Installation of hardware and give breakdown of hardware to be installed, etc.)
- Training (training to public library staff on software installed, etc.)
- System/Application Support/maintenance (setting up of user names and passwords, Desktop support, Technical support etc.)
- Policy and Budget (Inputs on end user policy and budgetary matters, etc.)
- Adhoc duties in other sections in Library Service

COMPETENCIES/SKILLS

- Strong ICT background
- Network management – LAN and WAN environment
- Training
- Planning and development
- Organising and technical skills
- Computers, internet, Microsoft office, Desktop support, Network server and desktop operating systems.

NOTE: Only shortlisted applicants will receive further correspondence. If you have not yet received a response from the department within two weeks of the closing date, please regard your application as unsuccessful.

For submission, please drop off a CV with a motivational letter at **Community Chest, 82 Bree Street, Cape Town** or email your application to vacancies@comchest.org.za. Please clearly mark your applications with the position you are applying for in the subject line of the email or on the envelop if you are dropping off your CV at the office. Mark your application for attention **Yumna Martin**.