



KGATELOPELE MUNICIPALITY

The Kgatelopele Municipality is located in the green Kalahari region of the Northern Cape Province, ZF Mgcawu District. The area is framed by a kaleidoscope of mining and farming activities, and natural tourist attractions. In exchange for your skills and expertise the Kgatelopele Municipality offers you a pleasant working environment thus invites suitable qualified candidates to apply for the following vacant position:

APPLICANTS ARE INVITED TO SUBMIT THEIR APPLICATIONS FOR THE FOLLOWING VACANT POSITION

REFERENCE NO: KLM 13/2025/2026

JOB TITLE: INFORMATION TECHNOLOGY TECHNICIAN

DEPARTMENT: CORPORATE SERVICES

ANNUAL REMUNERATION WILL BE TASK 10 (R 304 819, 03)

TERMS OF APPOINTMENT: PERMANENT

MINIMUM REQUIREMENTS:

- Grade 12 and National Diploma: ICT / Higher Certificate ICT /
- Added advantage Microsoft Certified Systems Administrator / Relevant PC courses / A+ and Network Certification
- Driver's License
- 3 -5 years relevant experience in IT support.

KEY RESPONSIBILITIES:

- First level technical support in the Information Technology Technician Unit in the operational area of the Municipality for users with respect to:
Hardware, Software, Networking (maintenance of network infrastructure), Telecommunications and Multimedia systems.
- Installation & maintenance of hardware, operational software and network infrastructure to ensure that computer capacity can be optimally utilised for the execution of functions, research and administrative functions
- Diagnose and resolve hardware, software, and network issues.
- Install, configure, and maintain desktops, laptops, printers, and other peripherals, set up and manage user accounts, permissions, and access control rights.
- Maintain daily checklists, basic server checks, and accurate reporting to the Head of the I.T Unit.

IMPORTANT NOTES:

- Kgatelopele Municipality reserves the right to nullify or cancel an employment contract and recover all costs incurred by the municipality including remuneration, advertisement, etc; should it be discovered that the successful candidate submitted false or insufficient information which resulted to the contravention of the provisions of Municipal Council Policies, Municipal Systems Act of 2000 as amended or any other relevant legislation;
- If no communication has been received from us within thirty (30) days after the closing date, please consider your application not successful. The Municipality reserves the right to appoint or not appoint any person.
- Canvassing for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant.
- If you meet the stated requirements, a fully completed Annexure C Application Form, Detailed Curriculum Vitae, recently certified copies of all qualifications, a recently certified copy of the Identity Document and/ Driver's License (certified copies must not be older than 6 months) and proof of Competency level, where applicable is required.
- No fax applications will be considered; applications received after the closing date indicated below will not be accepted.

APPLICATIONS CAN BE PUBLISHED TO THE MUNICIPAL MANAGER

Attention: Adv. W Blundin
Kgatelopele Municipality
P.O. Box 43
DANIELSKUIL 8405

OR CAN BE HAND DELIVERED AT:

Kgatelopele Municipality at the Human Resource Office.

OR EMAILED TO:

recruitment@kgatelopele.gov.za

Enquiries may be directed to Senior Human Resource Officer:

Ms. C. van Rooyen (053) 384 0101 during office hours between 07:30 am – 16:45pm

Monday to Thursdays and Fridays till 15:30pm.

NB: NO LATE APPLICATIONS WILL BE ACCEPTED AND NO CV APPLICATIONS WILL BE ACCEPTED WITHOUT THE APPLICATION FORM!!!!!!

CLOSING DATE: 18 DECEMBER 2025 at 12H00 PM