

Enterprise iLembe is the Economic Development Agency of the iLembe District Municipality, responsible for Trade & Investment Promotion and Local Economic Development for the region.

**INFORMATION AND COMMUNICATIONS TECHNOLOGY  
ICT OFFICER**

Enterprise iLembe seeks an experienced individual who can provide effective, value adding services to meet the demands of a high-performance organization, proactively interact with line managers and employees, who will be responsible to protect and maintain the confidentiality, integrity and availability of Enterprise iLembe ICT systems.

**Minimum Requirements:**

- National Diploma and/or equivalent qualification in Information Technology.
- Microsoft Certified Solutions Administrator (MCSA) as an added advantage.
- 3-5 years' experience in providing support for IT hardware, software and related peripherals, 3-5 years' experience in supporting telecommunication networks, 3-5 years' experience in providing user support and training, 2-3 years' experience in Web Application Design, Development & Management
- Strong knowledge of both Mac and PC
- Ability to diagnose and resolve hardware and software problems.
- Good interpersonal and communication skills
- Working knowledge of and experience in the policy and regulatory environment of information technology.
- Valid Driver's Licence.
- Ability to prioritise and manage workload

**Responsibilities:**

- Diagnose and resolve hardware and software related problems.
  - Providing face-to-face and remote IT support to all staff
  - Maintain and monitor the performance of hardware, operating systems, telecommunications and printers
  - Design, develop and manage web application systems
  - Co-ordinate system change management at Enterprise iLembe
  - Conduct user support and training on effective utilisation of IT equipment
  - Conduct backup & restore procedures for operating systems.
  - Prepare and submit reports to immediate manager or relevant structures
  - Assist with installing new IT equipment and software
  - Implement Document Management Systems
  - Perform any tasks as may be directed by line manager
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Enterprise iLembe subscribes to the principles of equal employment opportunities as contemplated in the Employment Equity Act: 55 of 1998.

Please forward your CV and certified copies of your educational certificates to: **HR & Admin Officer; Enterprise iLembe; PO Box 593 Ballito 4420; Email: [kerry@enterpriseilembe.co.za](mailto:kerry@enterpriseilembe.co.za)**

The closing date for submissions is **Wednesday, 17 October 2018 at 12h00**. Please note that emailed applications received after the closing date and time will not be considered.

If you do not hear from us within four (4) weeks of the closing date, please consider your application as unsuccessful.

**Nkosinathi Nkomzwayo (Mr)**  
**Chief Executive Officer**