

Address of Registered office:
Old Government Printers
No. 5 Textile Road
Vulindlela Heights
Mthatha
5099

Tel : +27(0) 47 531 0346
Fax : +27(0) 47 531 4121

Postal Address
P.O. Box 1134
Mthatha,5099



Email : info@ntinga.org.za

Website : www.ntinga.org.za

External Advertisement Ref No: HRM/02/2025

Ntinga O.R. Tambo Development Agency Soc (Ltd) an Entity of O.R Tambo District Municipality, is looking Entity looking for a suitable qualified and experienced candidate to fill the following position:

ICT SYSTEMS ADMINISTRATOR
POST TYPE: PERMANENT
LOCATION: MTHATHA
GRADE C3 (PATERSON GRADING SYSTEM)
SALARY: R374 461.96 PER ANNUM

Minimum Requirements

- Grade 12/ Matric + ICT relevant professional qualification.
- Certificate in systems development level 4.
- Certificate in computer programming.
- Certificate in computer/computer literacy: MS packages.
- Certificate in ICT Essentials: Computer hardware & software
- 5 - 8 years' relevant experience in the ICT field.
- A valid Code B South African driver's licence will be an added advantage.

Required Skills & Competencies

- Microsoft office skills: Office 365, Microsoft word, Excel, PowerPoint, Access and Outlook
- Software Skills: Installation, Formatting, Upgrading, Troubleshooting, Web & Email configuration.
- Hardware Skills: Computer Assembling, Computer Repairs, Network Cabling and Network points.
- Programming Skills.
- WordPress: Experience in designing and developing websites using WordPress, including theme customization and plugin integration.
- Must be able to demonstrate interpersonal skills.
- Communication skills both verbal and written.

Key Performance Areas

- Web and application developer, editing and maintenance.
- Co-ordinate information technology training to ensure effective utilization of information system equipment within the entity.
- Set up and configure computers, printers, scanners, and other peripherals.
- Configure the Software Licenses.
- Backups monitoring.
- Systems and Server Administration.
- Perform administrative duties to manage records.
- Input to advertising and tender notice for supply and maintenance of information and technology systems to attract a pool of quality service providers.
- Assist in the development and/or reviewal of ICT policies and procedures.
- Perform any other tasks as delegated by the supervisor.

The candidate will also be subjected to background checks/screening.

Ntinga O.R. Tambo Development Agency, SOC (Ltd) is an equal opportunity employer. Persons from previously disadvantaged groups, people living with disabilities are encouraged to apply and an indication in this regard will be appreciated. Ntinga is guided by the principles of Employment Equity in striving to achieve its Employment Equity Plan targets.

Applications must be submitted as follows:

A comprehensive CV accompanied by a cover letter, prescribed application form obtainable from the Entity's website www.ntinga.org.za as well as certified copies of qualifications including ID copy (certification not older than 6 months) via email to recruitment@ntinga.org.za **OR** hand deliver to No 5 Textile Road, Southernwood, Mthatha (behind Pick n Pay, popularly known as OR Tambo Hall).

The Entity reserves the right not to continue with the interviews and appointment if it feels no suitable candidate can be found. Due to the envisaged volume of applications, only short-listed candidates will be contacted. If you have not been contacted within **90** days of the advertisement please accept that your application has been unsuccessful.

Ntinga abides by the Protection of Personal Information Act 4 of 2013 (POPIA) and respects your privacy, as well as commitment to keeping your personal information secure and confidential. The Company will also ensure that in processing an applicant's or employee's personal information adheres to its obligations in terms of POPIA. By virtue of a candidate applying for this position, consent to process and/or keep your information as per POPIA provisions.

Enquiries can be directed to: Ms Gangata at 047 4950522

Closing date: 7th March 2025 @ 15h45

Yours faithfully



MR L. MBIKO
CHIEF EXECUTIVE OFFICER
Date: 20-02-2025

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