

R533 Graskop Road.
Opp Mapulaneng DLTC
Bushbuckridge
Co-ordinates: 31°3'59.796"E 24°50'24
Tel: 013 065 0983



Private bag x 9308
Bushbuckridge
1280
Email: info@bushbuckridge.gov.za
Website: www.bushbuckridge.gov.za

The Bushbuckridge Local Municipality seeks to appoint suitable people for the following permanent positions

INTERNAL/EXTERNAL ADVERTISEMENT
DEPARTMENT: CORPORATE SERVICES
LOCATION: HEAD OFFICE
POSITION: JUNIOR SYSTEM ADMINISTRATOR X1
(REF NO: HO/2026/10
BASIC SALARY: ENTRY R330,319.74 PER ANNUM

Minimum Requirements

- Grade 12 Certificate.
- Three-year Diploma /Degree in Information Technology.
- Minimum of one (1)-Two (2) years' experience within IT environment.

Key Performance Areas:

Reporting to the System Administrator, the incumbent will be responsible for the following functions:

- Provide first-line IT technical support to municipal staff.
- Assist with password resets, account creation, and access rights.
- Troubleshoot hardware and software issues for desktops, laptops, and printers.
- Perform routine backups of municipal data and ensure recovery procedures are in place backup exec competency.
- Ensure reliable access to municipal applications (finance, HR, service delivery systems).
- Assist in installing and configuring operating systems (Windows/Linux).
- Maintain inventory of IT equipment and assist with procurement processes.
- Report suspicious activity or potential breaches to senior administrators.
- Support cloud storage or local server management where applicable.
- Competency IS sail and virtualisation.

Applications must be submitted on the compulsory prescribed application form (www.bushbuckridge.gov.za), a comprehensive CV, and copies of certified certificates and ID copy should be addressed to: Municipal Manager, Bushbuckridge Local Municipality, Private Bag X9309, Bushbuckridge, 1280 OR hand deliver to Registry, Head Office. Correspondence will be limited to shortlisted candidates only. The successful candidate will be expected to sign performance compact / agreement which is in line with performance framework.

NB: All shortlisted candidates will undergo background checks, verifications and criminal records. Fraudulent qualifications or documents will immediately disqualify any application. People with disabilities and from previously disadvantaged backgrounds are encouraged to apply.

Closing date 10 June 2026 at

Enquiries: Mr. RD Tshobete- HR Manager (013) 065 0983