



PERMANENT POSITION

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| <u>Department:</u> | Metropolitan Trading Company (MTC) |
| <u>Position:</u> | Technical Support x2 |
| <u>Salary Range:</u> | R 25 422.17 |
| <u>Division or Cluster:</u> | Operations |
| <u>Reports to:</u> | GM: Network Operations |
| <u>Workplace:</u> | Braampark |

BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

The primary objectives of MTC are:

- To increase the competitiveness of existing businesses within the City.
- Increase the usage and penetration of high-speed broadband connectivity.
- Facilitate the growth and development of new and existing Information and Communication Technology (ICT) businesses.
- Improve the marketability of Joburg as an investment destination.
- Increase and accelerate access to the benefits of internet-based communication to achieve digital inclusion.
- Reduce the operating costs to the City and improve service delivery.

MTC is currently embarking on a recruitment process for the purposes of capacitating its resources to enable seamless operations.

Educational Requirements and Experience

- Degree in Business/ related
- 3 years related experience.
- Must be able to work under pressure.
- Computer literate
- Code B driver's license

Short Detailed Job Description:

- Manage every aspect of the purchasing of equipment, materials, and products for the MTC.
- Ensure payments are generated correctly and timeously for all items below R200 000
- Ensure that relevant documentation is submitted promptly for payment generation.
- Manage record keeping of receipts, tracking numbers, and inventory counts for audit purposes.
- Maintain backups of all records for safekeeping
- Conduct a follow-up with the business unit receiving the service to ensure that the service delivered is of a satisfactory level.
- Manage supplier acceptances on new products and software deliveries.
- Manage technical helpdesk and provide out-of-hours cover (on a rota basis), interacting directly with customer technical personnel regarding all technical queries and problems.

For further information relating to Job Description and Specifications, interested applicants can contact:

Contact Person: HR Department
Tel No: (011) 032 0250

A comprehensive CV, certified copies of your Qualifications, and a certified ID copy should be emailed to Hr4@mtc.joburg.org.za

“Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position to MTC, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of MTC’s Talent Acquisition Policy, you hereby consent to the following risk checks should your application be shortlisted:”

In terms of MTC’s Talent Acquisition Policy, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record
- CV Validation and;
- Employment record verification
- Criminal check and;
- Identity Validation
- Qualification/ Academic Records

PUBLICATION DATE: 11 JUNE 2024

CLOSING DATE: 25 JUNE 2024

VACANCY CIRCULAR: REFS001/2024

Nomsa Ntsezo
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