



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Ehlanzeni TVET College

Ehlanzeni TVET College invites all suitable qualified candidates to apply for the following vacant posts:

IT TECHNICIAN

SALARY LEVEL: R163563-192666 (SL5)

MLUMATI CAMPUS REF NO: EHL 47/2019

KANYAMAZANE CAMPUS REF NO: EHL 48/2019

NELSPRUIT CAMPUS REF NO: EHL 49/2019

BARBERTON CAMPUS REF NO: EHL 50/2019

MTHIMBA CAMPUS REF NO: EHL 51/2019

MAPULANENG CAMPUS REF NO: EHL 52/2019

JOB PURPOSE

To provide effective and efficient information technology systems support; website development and appropriate end user support to ensure optimal utilisation.

KEY PERFORMANCE AREAS

Hardware and Software Installation and System Maintenance: Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions. Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software. Set up, install and test new units prior to handover and monitoring functionality in the live environment. Maintain data dictionaries/ directories and control the distribution and retention of data on various storage devices.

Technical call Centre Administration: Provide guidance to new users with start-up/log-on procedures and/or sequences, tools and capabilities of associated packages. Create short cuts to facilitate easy access to commonly used applications and/or set up fields and formats for reporting purposes. Receive and prioritise end user support calls and requests. Troubleshoot less complex problems with remote and local users on line, telephonically and/or sequences, tools and capabilities of associated packages.

Network

Administer the WAN and LAN networks.

Administration and Maintenance

Monitor and administer the usage of the internet.

Information System Administration

Update the IT asset register.

Maintain records of licenses permitting the use of specific software.

Perform system backups.

Web Support

Implement appropriate security measures to safeguard data and restrict access appropriately. Audit web sites and applications to ensure that standards are met; security measures are in place and determine and address the impact of new requirements and programming changes required.

Design, develop and maintain web applications (e.g. data modelling, coding, integration, testing, debugging, maintenance, documentation code libraries and reporting. Any other duties assigned by the supervisor.

REQUIREMENTS

- Recognized and appropriate three year diploma or equivalent qualification in information technology
- 1 year experience in an information technology environment
- Drivers license: Code EB
- Experience in the use of personal computer hardware and software with specific knowledge of spreadsheet, word processing and database applications; DOS and Windows operating systems, and integrated financial systems; knowledge of microcomputer hardware repair.
- Experience with network hardware and operating systems, their installation and maintenance.
- Ability to communicate technical information in a nontechnical manner and to work effectively with users with varying levels of expertise.
- Knowledge of fundamental programming theories.
- Ability to diagnose and correct system problems.
- Proven knowledge and competence regarding computer hardware and software, its installation; its technical operation; and the ability to solve computer-related problems.
- Proven experience in providing all levels of user and application support.
- Problem solving skills
- Communication skills

PLEASE NOTE THE FOLLOWING:

Relevant Employment Acts will be considered when filling this position. Application should be submitted on form Z83 obtainable from any Public Services Departments, stating the relevant reference number, a recent updated CV, as well as certified copies of all qualifications including academic record, ID document and driver's license. Failure to submit the requested documents will result in your application not being considered. No faxed applications will be considered. The

College reserves the right to withdraw the post at any time. Communication will only be entered into with short-listed and the successful candidates. If you have not heard from us within 3 months after the closing date, please accept that your application has been unsuccessful. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

ENQUIRIES: Ms. Patricia Duma (013) 752 7105. Kindly forward all applications to: The Principal, Ehlanzeni TVET College, Private Bag X11297, Nelspruit, 1200 or hand - deliver to the Corporate Centre at 29 Bell Street, Nelspruit, 1200.

CLOSING DATE: 23 April 2019