

POST 00/00: SENIOR IT TECHNICIAN REF NO: CJC/IT/33/2022

SALARY: R321 543 – R378 765 per annum (Level 08) plus benefits as applicable in the Public Sector **CENTRE:** Central Office

MINIMUM REQUIREMENTS: Grade 12 certificate or equivalent. Recognized National Diploma/Degree in IT, (NQF 6) or equivalent. A post graduate qualification in the relevant field/s will be an advantage. Valid code B driver's licence. A+, N+, C+, Minimum of 2-3 years in IT Environment. Software and hardware experience. Knowledge: IT Hardware and Software. Server administration. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of Help Desk operation. Full comprehension of IT second and third line of IT support. Effective customer relation. BAS (codes tables). PERSAL. ITS. MIS Systems and any related systems. Skills: Time management, problem solving and results oriented. Good interpersonal skills and attention to details; Ability to prioritize, Supervision. Accountability. Attitudes/ Values: Batho Pele Principles. Team work. Proactive. Accountability

DUTIES: Ensure in management of Service Desk and Desktop support function services. Ensure installation, maintain, support telephone system and network. Oversee the provision of technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Ensure the rendering of IT information management services: Plan, develop and improve computer based information systems. Server Administration, security of all Technology and Network Configuration. Support, Maintain and Repair ICT Assets (Hardware and Software) and advice ICT Manager. Ensure Liaison with Service Providers in terms of software licensing upgrading and related procurement. Facilitate ICT Training, support IT-related projects and any related task as maybe required. Management of all human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

ENQUIRIES: Mr. B Khakhu 011 351 6000

APPLICATIONS: All applications are to be sent via email to recruitment36@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including, including matric or equivalent, academic records/transcripts and ID document). Please note that copies of qualifications, ID and drivers licence need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83, CV and qualifications into separate documents. Scan all these into a single flowing document for each post. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered.

The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE: 28 March 2022 at 16:00

ISSUED BY MARKETING AND COMMUNICATIONS



Central Office

5 Ubla Avenue
Off Princess of Wales Terrace
Parktown
Tel: 011 351 6000

Campuses

Alexandra Campus
Crown Mines Campus
Ellis Park Campus
Langlaagte Campus

Parktown Campus
Riverlea Campus
Smit Street Campus
Troyville Campus