CAREER OPPORTUNITIES: INTERNAL / EXTERNAL ADVERTISEMENT

Central Johannesburg TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the following vacant posts on a 3-year fixed term contract.

Post Description	**IT Technicians X4**
Salary Level	**SL 7 R261 372 per annum**
Salary Notch	**According to DHET Salary Scales**
Post reference	**CJC/ITT/2022**
Centre	**Central Office: Park Town**
Minimum Requirements	**REQUIREMENTS:** - An appropriate bachelor's degree/national diploma (NQF Level 6) in Information Technology or equivalent qualification. - ITIL v3 Foundation and Knowledge of ITS System or any MIS. - A minimum of one (1) two (2) years' work experience in the Information and Communication Technology (ICT) field as an IT Technician. - An experience at a technical level in the ICT environment in the Public Service will serve as an added advantage. - Good Customer Care and client-oriented focus. - Good communication skills (Verbal and Written), Troubleshooting and problem-solving skills. - Knowledge and understanding of IT LAN and WAN Support, IT Security. - Knowledge of Office365. Knowledge and troubleshooting transversal systems (BAS, LOGIS and PERSAL). - A valid driver's licence.
Key Responsibilities	The incumbent should be able to perform the following functions: - Configuration and maintenance of desktops, notebooks (including Apple Mac) and mobile devices (Ipads and Tablets). Installing and upgrading applications (e.g.) Microsoft Office 365, Adobe Reader, etc.) - Creating user accounts on Active Directory and email accounts (using O365 exchange) for CJC employees. - Connecting users to both network and local printers. - Ensure network availability for all ICT infrastructures.

	- Adding computers to the domain. Installation and updating of antivirus software. - Upgrading of operating systems. - Liaise with external vendors and service providers. - Analyse and resolve user technical problems. - Receive and prioritise end user support calls and requests. - Troubleshoot less complex problems with remote and local users online, telephonically and/or by visiting user sites to analyse, diagnose and resolve application and operating system related problems. - Update the IT asset register. - Maintain records of licences permitting the use of specific software. - Perform system backup. - Implement appropriate security measures to safeguard data and restrict access appropriately.
Enquiries	**ENQUIRIES:** Ms. James P (011) 351 6000
Postal/Hand delivered to:	**APPLICATIONS:** - All applications are to be sent via email to recruitment66@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 only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, stating the post you are applying for and the relevant reference number, b) a recently updated CV. - Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. - 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. - 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 (only when shortlisted).
	- 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: 23 September 2022 at 16:00
General Instructions	- The College is an equal opportunity affirmative action employer and reserves the right not to fill the vacant advertised post, and to verify the qualifications of all shortlisted candidates prior to or after the issuing of an offer of appointment.
	- The Salary is determined according to the Department of Higher Education and Training salary scales.
	- People with disabilities are encouraged to apply.
	- All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.