VACANCY ADVERTISEMENT

uMfolozi Technical and Vocational Education and Training (TVET) College is inviting applications from suitably qualified candidates to fill the following position.

APPLICATIONS : All applications should be emailed to the specified email address. The name of the post and reference number must be indicated in the email subject line. Applications should be sent as one PDF file, without any qualifications. No Faxed or hand delivered applications will be accepted. Applications that do not comply with the above specifications will be disqualified.

CLOSING DATE : **05 July 2024 at 13:00**

NOTE : A fully completed new Z83 form **(in line with DPSA circular 19 of 2022)**, obtainable from any Public Service Department or on the internet at **www.dpsa.gov.za**, and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be considered. 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). 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.

POST : **ICT TECHNICIAN REF NO. UMF38/06/2024**

SALARY : R255 450.00 per annum (SL6) plus benefits (College Paid)
(12 Months Contract)

CENTRE : Chief Albert Luthuli Campus

Email: Applications.cal@umfolozi.edu.za

REQUIREMENTS : A National Senior certificate/ Grade 12/NCV Level 4. A recognised three- year National Diploma (NQF6) in Information Technology or equivalent qualification. Three years' experience in Information Technology field as IT Technician. A valid driving licence. **Advantageous:** an A+ or N+ Certificate.

DUTIES : 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 figure 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 devise. Network Administration and Maintenance: Administer the WAN and LAN networks. Monitor and administer the usage of the internet. Information Technology and System Administration: 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. Audit web sites and applications to ensure standards are met; security measures are in place and determined and address the impact of new requirements and programming changes required. Maintain web applications (e.g. Integration, testing, maintenance and reporting. Responsible for student cards, computer laboratories functioning to ensure efficient running of computer examination. Control and management of all photocopy, scanning and printing machinery. Overseeing software licences updates and timeous procurement and oversee all staff desktops and laptops.

ENQUIRIES : Ms NA Sibiya Tel No: 035-902 9501

[signature]

EPL du Toit
uMfolozi TVET College
Acting Principal
Date: 13/6/2024