

ICT Administrator (03 Months Temporary Contract)

Salary: R 290 522, 40 per annum. (All Inclusive Package) Not Negotiable

The Public Service Sector Education and Training Authority, needs to employ a suitably qualified ICT Administrator. The successful applicant will be based in PSETA offices in Hatfield. The position will be reporting to ICT Manager.

Job profile:

To provide service desk support to the PSETA.

Duties and responsibilities:

- Respond to and resolve tickets on the service desk within stipulated timeframes
- Provide telephonic support to clients
- Provide first and possibly second line support remotely and on site
- Maintain reports on all activities and time keeping to line manager
- Servicing, repair, configuration of PCs, servers, and network equipment
- Assisting with research and implementation of solutions for new products and service offerings along with other system engineers
- Rollouts of new installations, network upgrades, projects

Requirements:

- An appropriate 3 years qualification in Information and Communication Technology
- At least one year network/server experience with technical support and troubleshooting abilities
- Interpersonal and communication skills;

Vision: Cutting Edge Skills for Quality Public Services

Mission: Leading in the development of skilled and competent human capital in the Public Service Sector through:

- effective coordination of skills development interventions based on occupationally directed qualifications;
- focusing on learning programmes; and
- promoting learner placement and absorption within the public sector.

- Must be able to use own initiative and handle pressure;
- Best suited to a friendly, well presented person who enjoys dealing directly with clients;

If you match the above profile, submit your application, a detailed CV and motivation for your appointment to the Human Resource Department, PSETA, PO Box 11303, Hatfield or hand-deliver to 353 Festival Street, Hatfield, Pretoria 0028 or e-mail to recruitment@pseta.org.za.

PLEASE NOTE:

This is a three months temporary employment contract

Enquiries: Ms Phuti Phosa / Ms Matsatsi Mphahlele

Tel 012 423 5727/ 5740

Closing Date: 21st June 2019

PSETA is a listed public entity and all appointments are in line with employment equity legislation and practices. If you have not heard from us within two months after closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment. People with disability are encouraged to apply.**

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