ICT Officer

Salary: R Salary: R 464 847.10 basic plus benefits.

Please Note: This is a fixed-term contract position until 31 March 2030

The Public Service Sector Education and Training Authority is in the process of repositioning itself and aligning the new strategy with existing legislative and governance mandate. The PSETA therefore seeks to appoint a competent, suitably qualified, and experienced ICT Officer. The successful applicant will be based in PSETA Offices in Hillcrest Office Park, Pretoria and will report to the PSETA ICT Manager.

Job Purpose: Management of the Server and network infrastructure so that it meets the business requirements while adhering to Cybersecurity and Information Security best practices.

Key Responsibility Areas

1. Network Support

- Troubleshoot firewalls and LAN.
- Administration and management of the Windows Server
- Active Directory administration
- Cloud infrastructure administration
- Security Governance
- End-user support
- Co-manages the PSETA website (with Officer: ICT).

2. Compliance

- Operates within controls and procedures in order to ensure the integrity of PSETA.
- Identifies and reports risks or areas of concern to management within own department and area of responsibility.

- Ensures compliance with all relevant regulations and procedures to prevent fruitless, wasteful and irregular expenditure.

3. Customer Service

- Maintains effective working relationships with customers (both internal and external) towards rendering highest quality of services.
- Represents PSETA in meetings with relevant stakeholders.
- Identifies and solves problems creatively whilst demonstrating a high level of integrity in line with PSETA core values.

EDUCATION AND EXPERIENCE:

- National Diploma in IT / ICT / Network Support/ICT Security or related fields (NQF 6)
- Bachelor's Degree in IT / ICT / Network Support/ICT Security or related fields (NQF 7) would be an added advantage.
- Cisco Certified Network Administrator (CCNA) certification would be an added advantage.
- At least +3 years' relevant experience in administration/management of ICT network infrastructure.
- At least 2 years' experience working with O365, SharePoint, and cloud infrastructure.
- At least 2 years' experience working with virtual machines, e.g. VMware or Hyper-V.

KNOWLEDGE, SKILLS AND ATTRIBUTES:

- Patience.
- IT and technical skills.
- Problem-solving skills.
- Interpersonal skills.
- Enthusiasm.
- Teamworking skills.
- Initiative.
- Attention to detail.

If you meet the above-mentioned requirement, kindly submit your application online at https://psetaopportunities.powerappsportals.com , or send a detailed CV and a covering letter to the Human Resource Department via e-mail to recruitment@pseta.org.za, with the subject line:

PSETA: ICT Officer

Closing Date: 17ᵗʰ April 2023

Enquiries: Ms Phuti Phosa   Tel: 012 423 5700

 Designated groups are encouraged to apply (Youth, women, and People with disabilities**)**

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.**

09 March 2023