

ICT Officer

Salary: R 497 386,40 per annum plus benefits

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

The Public Service Sector Education and Training Authority needs to employ a suitably qualified ICT Officer. The successful candidate will be based in PSETA Offices in Hillcrest, Pretoria.

Job Purpose:

To monitor, maintain and provide support services in respect of the computer systems and networks of the PSETA.

Duties and responsibilities:

- Installs, configures, monitors and maintains the computer hardware and software operating systems, networks and applications.
- Provides advice and support services on requirements, pertaining to the procurement of appropriate ICT infrastructure and applications, systems and networks (incl. the adaptation / changes thereto and roll-out).
- Gathers and analyses changing requirements of users and the development of effective and feasible ways to contribute to user satisfaction.
- Diagnoses and rectifies hardware / software faults.
- Co-manages the PSETA website
- 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.
- Contributes to the budget preparation process.
- Promotes and communicates the effective, efficient, economical and transparent use of financial and other resources.

- Monitors and controls expenditure against budget and ensure spending occurs within budgetary limits and PSETA financial guidelines, report deviations to direct Manager.
- Explores opportunities to control and reduce costs.
- 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 HyperV.

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 or send a detailed CV, Certified copies of Qualifications and a covering letter to the Human Resource Department via e-mail to recruitictofficer@pseta.org.za, with the subject line: PSETA: ICT Officer.



Closing Date: 09th November 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.**



06 October 2023