

## INFORMATION COMMUNICATION AND TECHNOLOGY OFFICER

**Salary: R 609 319.72 per annum plus benefits**

**Please note: This is a fixed-term position until 31 March 2030**

The Public Service Sector Education and Training Authority seeks to appoint a competent, suitably qualified, and experienced Information Communication and Technology Officer. The successful candidate will be based in the PSETA Offices in Hillcrest, Pretoria.

### Job profile:

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

### Duties and responsibilities:

#### Network Administration

- 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 (with Officer: Application Support)

#### 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.

## Financial and Cost Control

- 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.

## 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.

## PSETA Values

Living the PSETA Values:

- **Honesty and Integrity:** being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values.
- **Accountability:** answerability, blameworthiness, liability, and the expectation of account-giving.
- **Service Excellence:** providing service that meets the customer's needs and expectations, customer experiences are surpassed and when customers feel that they have received that little unexpected extra in the shape of extra effort.
- **Fairness and Transparency:** impartial and just treatment or behaviour without favouritism or discrimination. Lack of hidden agendas or conditions, accompanied by the availability of full information required for collaboration, cooperation, and collective decision-making.

## Requirements:

### Minimum

National Diploma in IT / ICT / Network Security or related field (NQF 6)

### Advantageous

Bachelor's Degree in IT / ICT / Network Security or related fields (NQF 7).

Experience

Up to 5 years

**TYPE OF EXPERIENCE**

Up to 5 years' relevant experience in Network or IT Security

**ADDITIONAL REQUIREMENTS**

Code B - Driver's License

**COMPETENCIES**

Management and Supervision

Time Management

Teamwork

Interpersonal Relations and Skills

Decision Making

Creativity/Innovation

Conflict Management

Adaptability/Flexibility

If you meet the above requirements, please submit a detailed CV, certified copies of educational qualifications and motivation to the Human Capital Management Department via e-mail to [recruitment@pseta.org.za](mailto:recruitment@pseta.org.za).

**Please note: Closing Date: 02 July 2026**

Enquiries: Ms Phuti Phosa - **Call: 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 the closing date, kindly accept that your application was unsuccessful. **PSETA reserves the right not to make an appointment.**

Please note that this is an employment equity position. All applicants are considered; however, preference will be given to people living with disabilities and designated groups.

A handwritten signature in black ink, appearing to be 'M. J. ...', with a long horizontal line extending to the right.