

ICT TECHNICIAN – CORPORATE SERVICES (5 months fixed-term contract)

PURPOSE OF THE JOB

To provide support and maintain the integrity of all ICT infrastructure, Networks and Systems for the organization.

KEY RESPONSIBILITIES

PEOPLE COORDINATION

- Plan, organize, lead, and control activities to ensure sub-functional objectives are met or exceeded.
- Ensure effective communication within department.

PROVIDE DESKTOP AND LAN SUPPORT

- Identifying, troubleshooting, and resolving software and hardware problems.
- Liaising with relevant service providers to resolve hardware problems.
- Installing relevant hardware as required per user.
- Installing relevant software as required per user.
- Providing systems support to users in the event of system failure.
- Installing and relocating hardware and coordinating equipment servicing.
- Coordinating arrangements for briefings and demonstrations of new systems.
- Keeping abreast of current technology and latest trends.
- Performing general maintenance of ICT infrastructure.

ADMINISTER & MAINTAIN ICT NETWORK

- Setting-up network user profiles.
- Configuration of network printers and providing user access.
- Configuration of directories, menus, and drive- mappings.
- Administering and monitoring the network to provide a stable and responsive environment.
- Assisting staff with the use of network resources.

- Troubleshooting network problems and monitoring thereof (e.g., file server traffic, usage, and performance).
- Advising and assisting users in backup and restore procedures for local drives.
- Maintaining backup logs.
- Ensuring anti-virus software is current.
- Maintaining an up-to-date inventory of software and hardware.

INCIDENT MANAGEMENT & REPORTING

- Maintain ICT Service Desk
- Keeping log of reported problems.
- Prepare quarterly ICT reports.

COMPETENCIES/KNOWLEDGE

- Knowledge and practical understanding of database applications.
- Knowledge and practical application of operating systems
- Knowledge and practical application of LAN operating systems.

REQUIRED SKILLS

Conflict handling skills	Decision making
Analytical skills	Communication skills

ATTRIBUTES

- Ability to work in harmony with co-workers.
- Honesty
- Flexibility
- Strong work ethic
- Persistence & Determination

QUALIFICATIONS

- National Diploma or Degree in Information Technology/Information Systems/Computer Science
- Advantageous: Certificate in A+/N+/ITIL/COBIT/MCP

WORK EXPERIENCE

Minimum of 3 years of Operational Information Technology

APPLICATION PROCESS

Qualifying candidates can send their comprehensive CVs, Covering Letter, Certified Copies of SA ID and Qualifications and (03) Three Contactable References to recruitment@tasez.co.za

CLOSING DATE

The closing date for applications **11 March 2025**.

Kindly note if no feedback has been received within 30 days of closing date for the above-mentioned position, the applicant may consider their application unsuccessful.