



Corporate Office
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**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

MLT-ADM-Letterhead-2014-R02

2017-09-15

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KLM/alm

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED CANDIDATES FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION	: IT MANAGER
SALARY LEVEL	: 09
SALARY	: R 376 596.00 P/A
REFERENCE	: MALUTI TVET/ CORP005/2020
COLLEGE COUNCIL APPOINTMENT CENTRE	: 3 YEARS CONTRACT
	: CORPORATE OFFICE

MINIMUM REQUIREMENTS

- National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4
- National Diploma/Degree in Information Technology or related qualification
- 3-5 years relevant experience gained in an IT environment
- 3-5 years supervisory/managerial experience
- Unendorsed Valid Driver's Licence

RECOMMENDATIONS

- Knowledge of computer hardware, software and programmes
- Knowledge and understanding of Corporate ICT principles
- Knowledge and understanding of the ICT policies and relevant legislation

DUTIES

- Manage the Information System
- Manage and maintain the network
- Maintain ICT software and hardware
- Manage human, financial and all other resources of the unit
- Developing and implementing IT governance in tandem with the IT Committee
- Implementing best practice guides for the organization
- Conducting regular system audits
- Running and sharing regular operation system reports with senior staff
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
- Managing and reporting on allocation of IT budget
- Perform any other duty related to the post

Applications must be submitted on a Z83 form obtainable from any public service department or from the official DHET website www.dhet.gov.za. The application form should be signed and accompanied by originally certified copies of qualifications, certified copies of academic transcripts, certified copy of unendorsed valid driver's license, certified copy of ID not older than three months and a comprehensive C.V with contact details of at least three references. Foreign qualifications must be accompanied by a SAQA evaluation report.

Immigrants should apply for Work permits before assumption of duty. People with disability are encouraged to apply.

NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Shortlisted candidates may be subjected to a practical test. Maluti TVET College reserves the right to withdraw the above mentioned position.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted or hand delivered to:

Human Resource Manager
Maluti TVET College: Corporate Office OR
Private Bag X 33
BETHLEHEM
9700

Human Resource Manager
Maluti TVET College: Corporate Office
Corner High & Broster Street
BETHLEHEM
9700

Enquiries: Mr HT Basson - Tel: 058 303 1732
Closing Date: 13 November 2020 @13:00

HT Basson

26/11/2020