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higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

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2017-09-15

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

<b>POSITION</b>	<b>: IT MANAGER</b>
<b>SALARY LEVEL</b>	<b>: 09</b>
<b>SALARY</b>	<b>: R 376 596.00 P/A</b>
<b>REFERENCE</b>	<b>: MALUTI TVET/ CORP002/2021</b>
<b>COLLEGE COUNCIL APPOINTMENT CENTRE</b>	<b>: 3 YEARS CONTRACT</b>
	<b>: CORPORATE OFFICE</b>

**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 of the College
- Manage and maintain the network of the College
- Maintain ICT software and hardware of the College
- Manage human, financial and all other resources of the unit
- Develop and implement IT governance in tandem with the IT Committee
- Implement best practice guides for the organization
- Conduct regular system audits
- Generate and distribute operational system reports with system reports with Senior Staff
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
- Compile, monitor and manage the It budget of the College.
- 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](http://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: Ms TP Mathipe - Tel: 058 303 1732  
Closing Date: 19 February 2021 @13:00

HT Basson  
  
29/01/2021