



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Corporate Office
40 Cnr High & Broster Street
Private Bag X33
Bethlehem
9700
Tel: 058 303 1732
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officeman.corp@malutitvet.co.za



APPLICANTS ARE INVITED TO APPLY FOR THE FOLLOWING POST AT MALUTI TVET COLLEGE:

POSITION : IT TECHNICIAN
SALARY LEVEL : SL7
SALARY : R308 154.00 P/A
COLLEGE APPOINTMENT : 1 YEAR CONTRACT
CENTRE : SEFIKENG CAMPUS
REFERENCE : MALUTI TVET/ITTECH/SEF003/2025

MINIMUM REQUIREMENTS

National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. 3 Years National Diploma/Degree (NQF Level 6) in Information Technology or relevant qualification. Two (2) years experience in an information technology environment.

RECOMMENDATION

CompTIA A+ and N+ with appropriate experience in desktop support in a network environment. Computing, good communication, interpersonal and report writing skills. Self-driven, independent individual with troubleshooting and problem-solving skills. Proven experience in providing IT and user support. Excellent diagnostic and problem solving, hardware component and troubleshooting procedures.

DUTIES

Set up workstations and peripheral devices (switches, printers etc), install and configure computer hardware, operating system and applications. Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Ensure security and privacy of networks and computer systems. Perform hardware, software and LAN support: provide a reliable and stable network environment. Install and configure LAN and WAN devices, install and configure Wi-fi access points. Conduct research and advice on specifications for new hardware and software and recommend best practices. Perform periodic preventative maintenance and updates: installation of the latest software, drivers, patches and service packs and BIOS updates for different computer models. Install and configure computer peripherals such as Wi-Fi and LTE routers/modems, tablets, printers, scanners, etc. Attend to all call logged by users at the campus. Providing support for all desktops, LAN and WAN problems as well as audio-visual systems. Keeps and maintain records of all networks and computer equipment and its location (CMBD). Register network and hardware failure on IT related incidents and service requests by logging or escalating calls with external service providers. Upgrade computer components to be compatible with latest software applications. Maintain a secure and virus-free network.

Applications must be submitted on a new Z83 form (effective from 01 January 2021) obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za. The Z83 form must be signed, Initialed and dated. With regards to completion of the Z83 form, Part A, C and D must be fully completed. Part B, all fields must be completed in full except Passport number: South African applicants need not provide passport numbers, an applicant has responded "no" to the question "Are you conducting business with the state? If yes, (provide the details)", then it is acceptable for an applicant to indicate not applicable or leave blank to the question, "In the event that you are employed in the Public Service, will you immediately relinquish such business interests?". "If your profession or occupation requires official registration, provide

date and particulars of registration" – May be completed if your profession requires registration. The questions related to conditions that prevent re-appointment under part F must be answered. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report.

Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts.

NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.

NO FAXED OR EMAILED APPLICATIONS WILL BE ACCEPTED

All applications should be posted or hand delivered to:

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

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

Enquiries: - Ms TP Mathipe/Ms NJ Ntsela - Tel: 058 303 1732

Closing Date: 28 February 2025 @13:00pm