

<u>POST 21/252</u>	:	<u>DATABASE ADMINISTRATOR REF NO: SACR/02/2025/79</u> Directorate: ICT
<u>SALARY</u>	:	R269 499 per annum (Level 06), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in IT or ICT or relevant qualification as recognized by SAQA. A minimum of 3 Years' experience in server administration. Knowledge: Information Technology. Service level agreement management. Quality Management. GPG's regulations, policies and procedures. Customer relationship management. Skills: Technical skills. Planning & organising. Reasoning skills. Analytical. Decision making. Problem solving. Verbal and Written Communication. Advance Computer Literacy. Innovation Continuous Improvement. Report Writing Skills. Customer Service Skills. Information Management.
<u>DUTIES</u>	:	Co-ordinate and implement security measures to safeguard databases. Establish the needs of users and monitor user access and security. Monitor performance and manage parameters to provide fast responses to front-end users. Refine the logical design so that it can be translated into a specific data model. Further refining the physical design to meet system storage requirements. Install and test new versions of the database management system (DBMS). Maintain data standards, including adherence to the Data Protection Act. Write database documentation, including data standards, procedures and definitions for the data dictionary (metadata). Control Access Permissions and privileges. Develop, manage and test back-up and recovery plans. Ensure that storage and archiving procedures are functioning correctly. Carry out capacity planning. Work closely with IT project managers, database programmers and multimedia programmers. Communicate regularly with technical, applications and operational staff to ensure database integrity and security. Commission and install new applications and customize existing applications in order to make them fit for purposes. Manage the security and disaster recovery aspects of a database.
<u>ENQUIRIES</u>	:	Ms. Itumeleng Maisane Tel No: (011) 355 2697
<u>APPLICATIONS</u>	:	to be emailed to SACR.RecHO@gauteng.gov.za
<u>POST 21/253</u>	:	<u>EDUCATIONAL OFFICER (MUSEUMS AND MONUMENTS) REF NO: SACR/02/2025/80</u> Directorate: Heritage, language, Geographical Names, Museums, and Indigenous Knowledge Systems
<u>SALARY</u>	:	R269 499 per annum (Level 06), (plus benefits)
<u>CENTRE</u>	:	Johannesburg (Head Office)
<u>REQUIREMENTS</u>	:	The successful candidate should have a Grade 12 Certificate. A 3-year tertiary qualification Degree/B-Tech/National Diploma (NQF Level 6/7) in Humanities / Languages/ Museums /Heritage Studies or relevant qualification as recognized by SAQA. A minimum of 3 years' experience in the relevant field. Driver's License (Code B). Skills: Interpersonal Relations, Problem Solving, Conflict Management, Excellent Verbal and Written Communication, Coordination, Computer Literacy, Report Writing. Skills: Management skills. Good interpersonal skills. Organizing skills. Ability to operate a computer. Communication (written and verbal). Interpersonal relationship. Problem solving. Ability to interpret relevant directives. Formulating and editing of memorandums. Analytical thinking. Budget and financial management. Knowledge: Basic financial procedures that must be followed during (e.g., receiving funds) payments on behalf of the State. Basic HR matters such as what resources are available, which training is available, relations practices/guidelines. Documents storage, tracking and retrieving. How to do basic planning, i.e. supplies needed/processes to follow to perform tasks. How to plan activities and resources needed which are not of a complex nature, such as planning and co-ordination of own work and that of sub-ordinates. Basic knowledge required to operate a computer system. Working procedures in respect of working environment.
<u>DUTIES</u>	:	Working with individuals to create learning plans. Encouraging and influencing the development of new learning opportunities through formal and informal classes as well as individual tutoring and mentoring. Community capacity building through supporting the development of community or local voluntary groups. Identifying the training needs of local volunteers and providing them.