CLOSING DATE	:	11 August 2025
POST 25/25	:	**IT TECHNICIAN REF NO: MALUTITVET/IT004/2025**
SALARY	:	R352 101 per annum (Level 07)
CENTRE	:	Sefikeng Campus
REQUIREMENTS	:	Recognized National Diploma in Information Technology (IT)/ Computer Science or equivalent A+, ITIL v3 Foundation, Valid code B driver's licence, at least 1-2 years' experience in IT environment. Software and hardware support (Windows Microsoft). Competencies and attributes: IT Hardware and Software. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of IT Help Desk operation. Full comprehension of IT first and second line of IT support. Effective customer relations. BAS (Desktop). PERSAL(Desktop). MIS Systems and any related Systems (Desktop). COLTECH(Desktop).
DUTIES	:	Assist in management of Service Desk and Desktop support function services. Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Implementation of IT services Desk policies. Perform backups information and anti-virus support and offsite storage. perform trouble shooting and diagnosis Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Install, maintain, support telephone system and network. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Provide telephonic support. Prove network cabling. Perform PC installations and software installations. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones Configuring mainframe applications (BAS, LOGIS & PERSAL) Troubleshooting of all issues reported Provide support of data migration during computer setup Rendering of IT information management services: Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data Gather and analyses users' issues in ICT and provide solutions. Provide assistance on ICT related project activities.
ENQUIRIES	:	Ms NJ Ntsela Tel No: (058) 303 1732
APPLICATIONS	:	All applications should be posted, hand delivered or emailed to: Human Resource Management, Maluti TVET College: Corporate Office, Private Bag X33, Bethlehem, 9700 OR Human Resource Management, Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. Email applications can be forwarded to this email address: hrrecruitment@malutitvet.co.za
NOTE	:	Applications quoting the relevant reference number 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 submit a completed Z83 Form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents/copies of qualifications and other relevant documents to support the application on or before the day of the interviews following communication from HR. Applications received after the closing date will not be accepted. Shortlisted candidates will be subjected to a vetting process: criminal record, citizenship, credit record checks, and qualifications. Shortlisted candidates will be subjected to a skills/knowledge/competence test. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply