

BREED-GOURITZ

Catchment Management Agency
Opvanggebied Bestuursagentskap
I-Arhente yoLawulo lomMandla nokungqongileyo

51 Baring Street Worcester 6850, Private Bag X3055 Worcester 6850

The Breede-Gouritz Catchment Management Agency (BGCMA) is an established Public Entity of the Department of Water and Sanitation. The Breede-Gouritz CMA exists to manage water resources responsibly through the continuous engagement with all stakeholders and devolve decision making to the lowest level for the benefit of all water users in the Breede-Gouritz CMA, including the environment.

IT TECHNICIAN

SALARY LEVEL 9: R334 545 – 404 121 basic salary per annum.

CENTRE: Worcester

JOB PURPOSE: To install and maintain computer hardware, software, networks and render a comprehensive ICT service to the BGCMA

REQUIREMENTS: • A 3 year Degree / 3 year Diploma in IT or Computer Science or an equivalent qualification • 3 - 5 years appropriate proven experience in an IT related environment while a drivers' license is a prerequisite

KEY PERFORMANCE AREAS: • Provides software and hardware installation and maintenance services • Coordinates specific actions associated with trouble-shooting and problem solving of application systems and installs new software and hardware • Installing / configuring set up commands, network components, testing logs and conducting analysis and evaluation on the functionality of application software and functionality of the network and hardware • Assisting in the maintenance of data dictionaries and directories, network configuration and controlling the distribution and retention of data to all units within the organization • Provide End user support • Receiving and prioritizing end user support calls / requests • Troubleshooting problems with end users online or telephonically and/or visiting user sites to diagnose, analyze and resolve application and operating system related problems • Providing guidance to new users with start-up or log on procedures and/or sequences, tools and capabilities of associated packages • Analyses and provides recommendations pertaining to information systems software, hardware and/or capacities end users on specific applications • Evaluating the competency levels of end users and conducting demonstrations or training to improve capability • Performs specific administrative functions associated with IT include maintaining records of licenses permitting the use of specific software packages, records of network configuration, equipment deployed and peripheral equipment • Liaising with suppliers to keep track of the cost of new software • To assist in ensuring that the BGCMA policies and procedures are adhered to and records are kept in accordance with Agency requirements

The following will serve as a recommendation: • Knowledge and clear understanding of IT policies, prescripts and legislation governing ICT practice • Innovative thinking, negotiation and networking skills • Communication and interpersonal skills • Ability to mentor and train fellow employees • Interpersonal skills • Programme / project management • Negotiation skills • Report writing skills • Willingness to travel and work long hours when necessary

Enquires: Mr. Langa Twaise / Mr. Ogwang Okoth (023) 346 8000

Application letters accompanied by a comprehensive Curriculum Vitae, certified copies of all relevant qualifications, certificates and a copy of Identity Document must be placed in a sealed envelope marked "Vacancy: IT Technician" and posted to the Chief Executive Officer of the Breede-Gouritz CMA c/o the Human Resources Management Division, Private Bag X 3055, Worcester 6850 or hand delivered at the reception of the offices of the Breede-Gouritz CMA, 51 Baring Street, Worcester 6850.

The BGCMA is an Equal Opportunity Affirmative Action Employer and reserves the right not to make an appointment. Candidates who qualify are encouraged to apply. The BGCMA may subject candidates to assessments which would include competency assessment in the advertised post. Foreign qualifications must be accompanied by an evaluation certificate from South African Qualification Authority (SAQA).

Closing date: 12 June 2017 at 16h00. No late, faxed or emailed applications will be considered as a matter of policy.

NB: No faxed or emailed applications will be accepted.

Correspondence will be limited to short listed candidates only. Applicants who have received no response within three months must consider their applications as unsuccessful.