

## INTERNAL/EXTERNAL INTERNSHIP ADVERTISEMENT

Trade & Investment KwaZulu-Natal (TIKZN) is a South African trade and investment promotion provincial public entity established in terms of the KwaZulu-Natal Trade and Investment Agency Act, No. 05 of 2010.

The following internship positions are based at the **Head Office in Durban**

Internship - Information Technology : Knowledge Management

Ref:TIKZN/IT/2025

### Brief Outline of Duties:

To provide IT Desktop Support services and log calls for the IT Help desk. To provide Website and Desktop Publishing services.

### KEY PERFORMANCE AREAS (Among others)

- IT Helpdesk Call Logging
- Desktop Support
- Network support
- Management of servers and applications including Microsoft and Linux based systems
- Management of LAN devices including switches and firewalls
- Management of WAN links and WAN partners where the monitoring of link usage and WAN optimization will be required
- Management of Information Security system/processes i.e. anti-virus and other forms of end-point protection and policies
- Management of VoIP telephone devices and PBX systems

### JOB SPECIFICATION

#### Educational and /or Technical Competencies:

The intern should have as a minimum:

- Bachelor of Information Technology Degree or Diploma in Information Technology
- Exposure to Microsoft 365 and Azure would be an added advantage.

#### KwaZulu-Natal Office

- 📍 Trade & Investment House, 1 Arundel Close  
Kingsmead Office Park, Durban 4001  
South Africa
- ✉️ PO Box 4245, Durban 4000, South Africa
- ☎️ + 27 (0) 31 368 9600

#### Gauteng Office

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Groenkloof, Pretoria 0181
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- ☎️ +27 (0) 12 346 4774
- ✉️ info@tikzn.co.za
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**DIRECTORS:** R N Ngcamu (CEO), T V Mhlongo (CFO), N M Sajini (Acting Company Secretary)

## **PROFESSIONAL COMPETENCIES**

- Sound knowledge of:
  - Information Technology Hardware Infrastructure Maintenance and Support.
  - Website and Desktop Publishing.
  - Latest Technologies e.g. Microsoft 365, Azure.
- Understanding of the ICT regulations.

## **PERSONAL ATTRIBUTES**

- Good interpersonal and communication skills.
- Computer literacy at an intermediate level.
- Proficiency with the Microsoft Office suite, specifically Excel.
- Ability to aspire to a culture of service excellence.

**Closing date: 21 February 2025 @ 23h59.**

Applications can be submitted to [vacancies@tikzn.co.za](mailto:vacancies@tikzn.co.za).

TIKZN subscribes to the principles of employment equity in its recruitment processes.

Prospective employees will be subjected to competency assessments and security vetting as part of the selection process.

**NB:** Applicants who have not received any correspondence from us within three (3) months of the closing date can consider their applications unsuccessful.