

INTERNAL/EXTERNAL VACANCY ADVERTISEMENT

Business Unit: Knowledge Management		Date: 23 July 2024
Job Title:	Information Technology (IT) Specialist	
Reference:	TIKZN/08/2024	
Reporting to:	Executive Manager: Knowledge Management	
Job Grade:	C4	
Duration:	Permanent	

Brief Outline of Duties:

To manage and maintain secure and efficient IT systems that support business processes, thereby assisting the organisation to achieve its overall strategic business objectives.

KEY PERFORMANCE AREAS (Among others)

1. Develop and manage IT plans, policies, and procedures.
2. Manage IT related systems.
3. Implement information security and disaster recovery procedures.
4. Implement and monitor cybersecurity measures in the organization.
5. Technical Support and fault resolution.
6. ICT Asset control administration.

JOB SPECIFICATION

Educational and /or Technical Competencies:

- A bachelor’s degree in Information Technology or relevant IT qualification

Experience:

- 3 years’ experience in the information technology environment.

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
+27 (0) 31 368 5888

Gauteng Office

Financial Place, 99 George Storrar Avenue,
Groenkloof, Pretoria, 0181
+27 (0) 12 346 4386/6763
+27 (0) 12 346 4774
info@tikzn.co.za
www.tikzn.co.za / www.exportkzn.co.za



DIRECTORS: K S Shandu (Interim Chairperson), U Maharaj, D Naidoo, E M Nkosi, E B Mkhize, S K Mpungose, R N Ngcamu (Acting CEO), X Cele (Acting CFO)

PROFESSIONAL COMPETENCIES

- Good understanding of systems and networking.
- Knowledge of Protection of Personal Information Act.
- Knowledge of cybersecurity.
- Good understanding of ICT policies and legislation.
- Ability to support and guide staff.
- Good communication skills.
- Ability to work in a diverse environment and resolve conflicts.

Closing date: 16 August 2024 @ 00h00.

To apply for this position, kindly submit your motivation letter, curriculum vitae and copies of educational qualification. Application for the position can be emailed to vacancies@tikzn.co.za.

TIKZN subscribes to the principles of employment equity in its recruitment processes. People with disability are encouraged to apply for these positions. 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.

(PLEASE QUOTE THE POSITION NAME AND REFERENCE NUMBER ON YOUR APPLICATION SUBJECT LINE)