

## INTERNAL/EXTERNAL VACANCY ADVERTISEMENT

<b>Business Unit:</b> Knowledge Management		Date: 13 May 2022
<b>Job Title:</b>	Information Technology (IT) Specialist	
<b>Reporting to:</b>	Executive Manager: Knowledge Management	
<b>Job Grade:</b>	C4	
<b>Duration:</b>	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. Technical Support and fault resolution.
5. 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,  
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## **PROFESSIONAL COMPETENCIES**

- Good understanding of systems and networking.
- Knowledge of Protection of Personal Information Act.
- 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: 03 June 2022 @ 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 [hr1@tikzn.co.za](mailto:hr1@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)**