

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : National Department of Housing, Private bag X644, Pretoria or Govan Mbeki House, 240 Walker Street, Sunnyside, C/o Walker and Troy Street.

FOR ATTENTION : Ms N Boqo

CLOSING DATE : 03 July 2009

NOTE : If you apply for more than one position in the Department, please submit Separate application forms for each post. Applications must be submitted on form Z83, obtainable from any Public Service department, and must be accompanied by a detailed CV, together with certified copies of your qualification certificates and your ID/Passport. Failure to submit the required documents will result in your application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 4 months after the closing date of this advertisement, please accept that your application was unsuccessful.

OTHER POSTS

POST 25/23 : **INFORMATION TECHNOLOGY SERVICE DESK SUPPORT REF: DOHS/95/2009**

SALARY : R145 920 per annum.

CENTRE : Pretoria

REQUIREMENTS : Applicants must possession of an appropriate University Bachelor's degree in IT or University of Technology National Diploma in IT (Compulsory); 2 - 3 years solid practical experience in Service Desk, LAN and Desktop Support preferably in Novell network environment; Knowledge of GroupWise, Suse Linux Enterprise Desktop v.10, Mozilla Firefox & ZenWorks (added advantage); A+, N+ technical certificates (added advantage);Good understanding of ITIL Service Management (added advantage)Excellent communication skills (both written and verbal);Good Planning and Organisational skills; Excellent Customer Relations Skills and proven excellent conduct.

DUTIES : The appointee will be responsible for: IT Service Desk & First Line Technical Support; Organise Maintenance & Repairs of Equipment; Assigning, Monitoring & Escalation of Calls; General Information Technology Administrative Functions; Safekeeping of all Information Technology Records & Registers; Facilitate Payments of invoices for Information Technology Goods & Services.

ENQUIRIES : Mr L. Mogotsi (012) 421 1614

NOTE : It will be expected from the selected candidates to be available for the interviews on a date, time and place as determined by the Department of Housing.