

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF SOCIAL DEVELOPMENT**

The Department of Social Development is an equal opportunity and Affirmative Action Employer. People with disabilities are encouraged to apply.

- APPLICATIONS** : Applications should be addressed to: **Capricorn:** The District Director, Private Bag X 9709, Polokwane, 0700
Sekhukhune: The District Director, Private Bag X80, Lebowakgomo, 0737
Vhembe: The District Director, Private Bag X5040, Thohoyandou, 0950
Waterberg: The District Director, Private Bag X1051, Modimolle, 0510
Mopani: The District Director, Private Bag X9689, Giyani, 0826
- CLOSING DATE** : 14 September 2018
- NOTE** : Applications should be submitted on the Z83 form obtainable from any Government Institution and must be accompanied by a comprehensive CV and originally certified copies of required qualifications. Late applications, faxed or e-mailed applications will not be considered. Correspondence will be entered into with short listed candidates only. Applicants must clearly indicate the reference number and the centre on the Z83. If you don't hear from us within 90 days of the closing date, kindly accept that your application has been unsuccessful. However should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of PAJA, Act 3 of 2000. Successful candidates will be subjected to personnel suitability checks on criminal records, citizenship and educational qualifications.

OTHER POST

- POST 35/155** : **INTERNSHIP: INFORMATION TECHNOLOGY (X10 POSTS)**
(12 Months)
- STIPEND CENTRE** : R5000.00 per month
 Capricorn Ref No: DSD/57 (X2 Posts)
 Sekhukhune Ref No: DSD/58 (X2 Posts)
 Mopani Ref No: DSD/59 (X2 Posts)
 Waterberg Ref No: DSD/60 (X2 Posts)
 Vhembe Ref No: DSD/61 (X2 Posts)
- REQUIREMENTS** : Qualifications and competencies: BSc Computer Science or National Diploma in Information Technology or equivalent Degree and Diploma in ICT. Knowledge and Skills: Knowledge of Information Technology and/ or Computer Science. Good communication skills. Ability to perform LAN and Desktop Support in computer systems and hardware. Basic understanding of DHCP, WSUS, DNS and exchange functions.
- DUTIES** : Provide Service Desk and Fault Management services. Minor hardware and software repairs. Supporting users with basic assistance for logging in, changing passwords, end user computing issues and etc. Installing and configuration of new computers on the network, including assembling and installation of computers, keeping all the systems up to date with patches and security fixes, installation of antivirus and helping out end-users do their job more efficiently. Installation of operating systems and third party software as specified by LDSD. Installation of additional applications as per the user's requirements such as LDSD business applications (ie Pastel and Bas system). Troubleshooting of computer related equipment and peripherals. First point of contact with users (telephone and e-mail). Establish and maintain database on jobs performed. Compile and submit reports weekly and/ or monthly.
- ENQUIRIES** : General enquiries about the advertised posts should be directed to Mr PM Phala/ Mr MJ Sekgobela or Ms ME Gafane at 015 230 4407/4426/4315