

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Mr A Tsamai/Ms H Nemabaka
- CLOSING DATE** : 1 April 2022
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and copies of ID and qualifications. Divers' License and registration certification must be attached if required. Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POST

- POST 10/15** : **ASSISTANT DIRECTOR: LAN AND DESKTOP SUPPORT REF: DBE/19/2022**
Branch: Business Intelligence
Chief Directorate: Information and Management Systems
Directorate: Government Information Technology Services
- SALARY** : R477 090 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification in the field of Information Technology as recognised by SAQA; At least (3) years relevant experience at supervisory level; At least (3) years relevant experience in technical support; Knowledge of switching technology; Knowledge of Microsoft administration, data backup and recovery process; ITIL foundation certification will be an added advantage; Knowledge of ITSM call logging system; Planning and organising skills; Project management skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Ability to be calm and work under pressure; Conflict management skills; Self-assured and confident in own abilities; Willingness to work irregular hours when required; Valid driver's license.
- DUTIES** : The successful candidate will be expected to manage teams responsible for supporting and maintaining the ICT infrastructure in the Department; Maintain high availability of systems (Networks & WAN); Use management software to identify and locate faults and problem areas; Perform Microsoft administration; Perform network monitoring and desktop support; Manage the remote home systems (after hours standby service); Manage switching cabinets; Provide support for video conferencing equipment, mobile communication devices; Assist with Service Level Management with internal users and suppliers; Provide calls reporting to management; Maintain computer network Disaster Recovery (DR) procedures; Ensure that backups are replicated to DR and tapes are properly stored on daily basis; Advice on new technology; Provide client relationship management and Train and develop subordinates.
- ENQUIRIES** : Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289
- NOTE** : Shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.