



ASSISTANT DIRECTOR: ICT SL 9
SALARY: R356 289 Per Annum (Excluding Benefits)
REFERENCE NUMBER: EEC-ICT-01/2019
PERMANENT

Minimum Requirements: A National Diploma/ Bachelor's Degree in Computer Science/Information Technology/Information Systems or relevant equivalent qualification. Recognised industry qualification such as MCSE/MCITP/A+, N+ Security+ and ITL. A minimum of 5 years' experience in IT environment. Candidates without degree/Diploma but possess industry specific certification equivalent to degree/ diploma NQF Level 6 as confirmed by saqa will be considered. At least five years in Microsoft systems administration, enterprise server administration. At least two years' supervisory experience. Experience in the development of systems is required. Sound communication skills. A valid driver's licence.

Competencies, Knowledge and Skills: Sound knowledge of corporate ICT principles. Knowledge of ICT related legislations and policies. Knowledge of legislations governing the TVET Sector. Knowledge of designing and development of ICT systems. Report writing skills. Project management Skills. Presentation skills. Management and supervisory skills. Pay attention to details. Ability to work under pressure. Interpersonal and analytical Skills. Professional, client focus, integrity, organised and proactive. Knowledge of IT infrastructure support, Linux, Telephone systems, WAN and LAN.

Duties and Responsibilities: Management of the Information and communication technology. Provide leadership and supervision to the ICT Department of the College. Participate in managing the entire ICT functions. Develop and review ICT policies and guidelines in line with relevant prescripts. Management of ICT infrastructure and information systems. Management of Local Area Network (LAN) and Wide Area Network (WAN). Research and develop specifications for LAN and WAN technologies according to the College's needs. Management of the Intranet and Internet services. Reports on Strategic ICT Committee and Steering Committee. Facilitate and chair ICT operational committee. Ensure the College's website is continuously updated with current information. Comply with DHET College policies and procedures.

ENQUIRIES: DR MM Muswaba Tel. No. (011) 730-6600.

Closing Date for All Applications: 29 March 2019 at 13:30. Applications received after the closing date, emailed or faxed applications will not be considered.

Please Note: Applications must be submitted on a form Z83 obtainable from any Public Sector Department/TVET College. The reference number and the post title must be quoted on the Z83 which must be originally signed by the applicant. Candidates must also submit comprehensive curriculum vitae, certified copies of identity documents and certified copies of all qualifications including matric certificate. Certified copy of the drivers licence, where required, must be provided. All qualifications obtained from institutions outside South-Africa should be accompanied by certified copies of SAQA certificate. Clearly indicate the experience where applicable (DD-MM-YYYY). Successful candidate will be subjected to security screening. Applications must be delivered to Ekurhuleni East TVET College, Sam Ngema Road, Kwa - Thema or posted to Private Bag X52, Springs 1560, for the attention of the HR Manager, MR M MATHE. Due to high volume of applications, applications will not be acknowledged and if you do not receive



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any response within 3 months, please accept that your application was unsuccessful. The College is an affirmative action employer! ENQUIRIES: Mr M Mathe Tel. No. (011) 730-6600.