**INTERNAL**

**POST: ICT TECHNICIAN**

**ICT - EAST LONDON**

**SALARY PACKAGE BASED ON TOTAL COST TO COMPANY: R 484 870.00 MINIMUM, R606 088.00 MIDPOINT, MAXIMUM R727 306.00: PATERSON GRADING C3**

**Qualifications and Experience**

* B.Degree or National Diploma in Information Technology/Computer Science.
* 2- 3 years of work experience in an IT environment managing IT Systems and Applications.
* Ability to interact professionally with clients and stakeholders.
* Good interpersonal skills will be an added advantage.
* Valid and unendorsed driver’s license.

**Competencies and Skills**

* Highly organised.
* Good interpersonal skills.
* Ability to pay attention to detail and analytical skills.
* Ability to report effectively both in communication and in writing.
* Multi-skill computer use.

**Duties and Responsibilities**

* Manages, troubleshoots and repairs Business Applications (Payroll, Pastel, Licensing System, Filing Systems, Complaints Management System).
* Hardware and Software support, Procurement, and support.
* Asset management.
* Helpdesk support logged calls, technical support, and user support.
* Provides Application and System security.
* Administer and maintain cloud-hosted infrastructure.
* Provides backup application support.
* Website maintenance and support.
* Monitors network and application availability.
* Maintain telephone hardware and system.
* Monitors LAN and WAN for the entity.
* Provides support for the printing automation system.

**THE BOARD RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT FOR THIS POSITION. WOMEN AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**Forward your application letter, CV, certified copies of your academic certificates, ID, and driver’s license for the attention of:**

The HR Manager: Mr. M Kwinana - **Tel no: 043 7000 900**

**The application in one PDF document must include the application letter, CV, and certified copies of your academic certificates, certified identity document, and driver’s license:**

E-mail to: [recruitment@eclb.co.za.](mailto:recruitment@eclb.co.za)

Enquiries to: Mrs. Nolubabalo Mjila

The shortlisted candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship, qualification, employment verification, and security clearance check). The entity will conduct reference checks, which may include checking social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, discipline, or any other allegations or investigations against them. The successful candidate will be appointed subject to positive results of the security clearance process.

If you do not receive confirmation or feedback within 30 days after the closing date, please consider your application as having been unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only.

**Closing date: 11 July 2025**