



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 04 June 2021

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 10mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. *All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of Government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: INFORMATION TECHNOLOGY TECHNICIAN (IT) REF NO: 040621/03

BRANCH: NWRI: NORTHERN OPERATIONS

SALARY: R376 596 PER ANNUM, (LEVEL 09)

CENTRE: HARTBEESSPOORT

REQUIREMENTS: A National Diploma or Degree in Information Technology. Certifications in the following will be advantageous: Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE), A+ and Network+. Three (3) years appropriate experience in IT. Knowledge of Windows 7; Windows 8; Windows 10; MS Office 2010; 2013 and Office 365; Symantec Anti-virus; Microsoft SMS; Transversal systems (PERSAL; BAS; and LOGIS) and ITIL will serve as an advantage. Applicants must have a valid driver's license (Attach a copy) and be willing to travel to various remote sites and offices. Knowledge of the Access to Information Act. Knowledge and experience of information technology development and enhancements. Knowledge of administrative and clerical procedures and systems. Knowledge and understanding of PFMA Act and departmental policies and procedures. Competencies: An in-depth knowledge of client-server IT environment. Leadership qualities as well as strong customer service and interpersonal skills. Good computer knowledge and skills (Ms Word; Ms Excel and MS Power Point). Ability to work under pressure. Good communication skills (verbal and written). Exposure to different business application platforms. DUTIES: Manage calls logged on the call management system. Provision of end-user support with regards to hardware; software and network connectivity. Equipment and software analysis. Physical inspection of equipment for any visible defects. Testing and connection of peripherals on their stations including driver installation. Provision of necessary training in operational use of equipment. Ensure that all IT policies, norms and standards are enforced. Rolling out of new software on computer equipment as prescribed by office of the CIO. Maintaining of existing hardware and software. Executing Root Cause Analysis with regards to hardware and software incidents and problems. Resolving warranty issues should equipment fall within this category. Providing clients with advice regarding future use of or replacement of equipment/software. Investigate equipment/software capabilities. Decommissioning of hardware and software.

Receive equipment that is to be removed from the system. In case of equipment with memory capabilities-ensure all data is permanently removed from devices. Executing client installations of Transversal systems (PERSAL, SAP, BAS, LOGIS) and ensure software connectivity. Perform quality control for the Local Area Network (LAN). Perform installations, maintenance and upgrading of computer hardware and second-line fault-finding identification. Install and upgrade software applications not performed by resources from the outsourced partner. Provide and maintain internet and e-mail client services. Ensure that antivirus software signature and operating systems patches are up-to-date. Initiate and co-ordinate the change control procedures. Provide technical input for training and development of computer end-user skills. Perform routine back-up for all the available servers. Knowledge of DWS Asset and Supply Chain Management will be an added advantage. Compile monthly performance reports. The appointees will be expected to perform overtime and standby duties when necessary as well as assist the Deputy Director: Regional Information Services Support with all IT related tasks.

ENQUIRIES: Mr S Murunzi, Tel No: (012) 200 9000/9018.

APPLICATIONS: Hartbeespoort: Please email your applications quoting the reference number to HBPrecruitment@dws.gov.za For attention: Mr S Murunzi