
ADVERTISEMENT

The Education Labour Relations Council (ELRC) is a statutory council, established in terms of Section 37 of the Labour Relations Act, No 66 of 1995 as amended. It operates in the Public Education Sector, providing services to the Department of Basic Education, Trade Unions and educators in the interest of South African Public.

The ELRC's primary objective is to • Promote and maintain labour peace in education. Prevent and resolve labour disputes in education • Promote collective bargaining in relation to matters of mutual interest.

The Education Labour Relations Council (ELRC) wishes to fill the vacancy of:

**Information Communication Technology Officer
Based in Centurion**

All inclusive remuneration package of R700 539 per annum (Non-Negotiable)

Our benefits include: A housing allowance, provident fund, medical aid (***this benefit is payable if an employee belongs to a registered medical aid***) and a service bonus
(Grade C2) Ref. ELRC/ICTO

REQUIREMENTS OF THE POST

- 3-year Degree/National Diploma in Computer Science/IT or equivalent NQF Level 6.
- 3-5 years' experience in Network Administration and ICT Environment.

KNOWLEDGE AND SKILLS

- Understand networking and routing protocols
- Understand LAN and WAN
- Understand and have experience in financial systems
- Strong knowledge of networking, including: Microsoft Office 365 including exchange online and teams
- Strong technical aptitude and ability to research and solve complex issues independently
- Willingness and ability to learn new skills and apply them as needed
- Extensive knowledge of LAN and WAN
- Ability to effectively communicate issues and resolutions to all levels of the organisation
- Experience in SAGE VIP people and Evolution
- Significant experience working with Linux and Windows servers and network monitoring tools
- 1st and 2nd line support experience
- Good communication skills along with good or developing negotiation skills
- Ability to identify sensitive issues and facilitate communications in a proactive manner to avoid surprises
- Willingness and ability to adapt to new

circumstances, information, and challenges • Executes effective and thorough application of all Information Communication Technology standards within assigned responsibility • Ability and willingness to travel domestically and internationally • Demonstrate a positive, can-do attitude.

KEY PERFORMANCE AREAS

Provide advanced ICT support to the Council

- Attend all logged calls by intranet, email and telephone system.
- Support and maintain an ICT asset database.
- Monitor Anti-virus and remove virus, spyware, and other non-authorized software.
- Perform routine server monitoring and performance benchmarking.
- Design specifications of IT or equipment in line with users' requirements.
- Ensure computers are up to date by deploying windows updates
- Maintain up-to-date knowledge of emerging tools and technologies.
- Manage, implement & maintain Audio Visual (delegate system)

Administration of Communication networks

- Install new/rebuild existing servers and configure hardware, peripherals, services, settings and storage.
- Repair and recover from hardware, software or networking failures.
- Active Directory, DNS, DHCP, Security, OS Internal concepts, IIS Administration experience, Microsoft Hypervisor configuration and administration.
- Manage and maintain ICT infrastructure for Head office and Provincial offices.
- Assist in identifying and evaluating emerging and existing risks and put controls in place.
- Manage and maintain telephone system (IP-Technology)
- Provide support to the Council systems (VIP people and Evolution)
- Configuration and management of office 365 applications.

System Backups

- Daily backup of the systems.
- Disaster recovery.

Reports

- Assist the ICT Manager with compiling monthly, quarterly and annual reports.

Access Control

- Monitor and control access control system (biometric system).
- Provide weekly attendance register to line managers.

Interested candidates must forward certified copies of their qualifications with a detailed Curriculum Vitae, marked “Confidential” for the attention of the HR Department via post to Private Bag X126, Centurion 0046 or hand delivery at 261 West Avenue, ELRC Building, Centurion, or via e-mail at Recruitment.cs@elrc.co.za. Please note that the maximum e-mail size should not exceed 5MB.

Enquiries can be directed to Mr Nkanyiso Mhlungu on (012) 663-7446.

The closing date for receipt of applications is 01 October 2024 at 16:00

The ELRC is an employer committed to employment equity and, as such, women and people with disabilities are encouraged to apply.

The Council reserves the right not to make an appointment. If you have not heard from the ELRC within 30 days of the closing date, please accept that your application has been unsuccessful.