



ICT SPECIALIST (12 months contract)

This position reports to the Operations Manager. This position takes strategic and practical responsibility for SACNASP's IT infrastructure.

Tasks will include:

Provide SACNASP with a robust and secure IT infrastructure that supports on demand access to information. Protect the integrity of SACNASP's information and IT assets by strengthening cyber security and advance SACNASP's business practices to transform service delivery.

Competency Requirements:

- Knowledge of and experience with servers, ICT networks and other software and hardware infrastructure and its maintenance and proper functioning.
- Knowledge of and experience in coding and programming especially as related to web development and web-based database applications.
- Project management experience.
- Experience in assisting with social media and bulk email applications.

Key responsibilities:

- Develops and maintains a strategic view of SACNASP's ICT infrastructure in terms of software, hardware and data to ensure that the organisation runs smoothly, data is secure and spending is strategically directed and effective.
- Manages SACNASP's servers to ensure optimal functioning and good security.
- Performs maintenance and ongoing development on SACNASP's website, online database systems, email systems, accounting systems and any other systems as needed.
- Provides ICT support, training, and orientation for new technology users.
- Offers troubleshooting, support, and repair when ICT equipment, systems, or networks malfunction.
- Investigate issues regarding equipment and networks to assess ICT issues.
- Assist registered scientists, applicants, and relevant stakeholders with ICT related queries in terms of SACNASP ICT infrastructure
- Demonstrates great customer service skills, listens carefully, and exercises patience.
- Maintains records of hardware and software inventory.

- Assists with maintaining information security through controlled hardware or software installation and staff education as well as necessary backups and disaster recovery plans.
- Follows emergency plans for equipment, power, or security failures when necessary and protects data and security.
- Advances job knowledge by attending workshops and continuing education courses as well as staying current with industry news.
- Recommend, develop, and implement activities related to the design, development, and maintenance of the ICT Architecture.

The Suitable incumbent will have:

- An NQF Level 6 Diploma in ICT or bachelor's degree in computer science or Equivalent qualification
- Minimum 4 years relevant work experience

Salary: R 240 000-R 300 000(All Inclusive)

Job Type: Twelve months contract

Commencement: ASAP

To apply, forward your C.V. sabraham@sacnasp.org.za on or before 30 March 2021

***These positions will comply with Employment Equity principles.
SACNASP reserves the right not to make an appointment.***