

The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.

COLLEGE OF AGRICULTURE, ENGINEERING AND SCIENCE

**IT / COMPUTER TECHNICIAN
PEROMNES GRADE 10
(6 MONTH FIXED TERM APPOINTMENT)
1 JULY 2024 – 31 DECEMBER 2024**

**SCHOOL OF MATHEMATICS, STATISTICS AND COMPUTER SCIENCE
PIETERMARITZBURG CAMPUS (1 POST)
WESTVILLE CAMPUS (1 POST)**

REF: MSCS/T01/2024

Two vacancies exist for a versatile and proactive IT Technician to join our team. The ideal candidate should be passionate about technology and be knowledgeable in computer hardware, networks, and software applications, have a knack for organisation, and ready to take on a variety of responsibilities.

As part of a small technical team, the successful candidate will use his/her technical knowledge coupled with problem solving and diagnostic skills to assist the School with ongoing maintenance of the computing systems in use in the School. In addition, the incumbent will also be involved in cabling projects in the server room, maintaining equipment storerooms, and assisting with equipment audits and inventory. His/her ability to multitask and adapt to different challenges will be key to success in this position.

Key Responsibilities:

- Provide diagnostic troubleshooting and repair of PC hardware and software in the various undergraduate and postgraduate laboratories across the School.
- Help maintain and organize IT equipment in various storage areas, ensuring equipment and supplies are efficiently organized and easily accessible.
- Assist with inventory management and audits, ensuring accurate records of all IT assets.
- Assist with the maintenance and organisation of network cables and equipment in the server room.
- Collaborate with the team to plan and execute IT projects.
- Assist with providing first-line technical support to the large number of undergraduate and postgraduate students, staff and visiting academics in the School of Mathematics, Statistics and Computer Science.

Diagnosing computer hardware and software problems across various platforms is an essential requirement of the job. The ideal candidate will have excellent organisational skills and attention to detail and the ability to manage and prioritize multiple tasks effectively.

Note that the candidate should have the physical ability to lift and move equipment as required.

MINIMUM REQUIREMENTS:

- Matric plus a three-year relevant tertiary qualification in an IT related field
- 3-years hands-on relevant work experience in troubleshooting, installation and configuration of hardware and software

Please note:

- **Only shortlisted candidates will be contacted**
- **The University reserves the right not to make an appointment.**
- **Short-listed candidates may be required to undergo a skills test**

Enquiries and details regarding this post may be directed to the Manager: Technical Operations, Mr L Els, at els@ukzn.ac.za

Applicants are required to complete the relevant Support Staff application form (Application form – Support), which is available on the Vacancies page of the University website at <http://vacancies.ukzn.ac.za/>

Completed application forms, together with a motivation letter and comprehensive CV, should be emailed to tech-vacancies@cs.ukzn.ac.za

The advert reference number MUST be clearly stated in your subject line, together with the campus for which you are applying.

The closing date for receipt of applications is 14 June 2024.

Kindly note that the University of KwaZulu-Natal ("the University") is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 "POPIA") submitted by candidates when applying for positions at the University. The provision of Personal Information is a requirement in terms of the University's recruitment and selection process. The retention of any personal information is a consequence of the University being bound by legislative requirements and/or good governance practices as well as record-keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing the personal information recorded through this recruitment and selection process.