



The South African Council on Higher Education (CHE) is an independent statutory body established by the Higher Education Act (Act No. 101 of 1997). As the Quality Council for Higher Education in terms of the National Qualifications Framework Act (Act No. 67 of 2008) it advises the Minister of Higher Education and Training on all higher education issues and is responsible for quality assurance and promotion through the Higher Education Quality Committee.

**Applications are invited from interested and suitably qualified candidates for appointment to the following position:**

**INFORMATION COMMUNICATION TECHNOLOGY (ICT) ADMINISTRATOR  
CORPORATE SERVICES**

**TOTAL COST OF EMPLOYMENT PACKAGE:  
R334 545.00 – R355 059.00 excluding benefits**

The Corporate Services Directorate is responsible for the efficient and effective provision of corporate services – administrative, financial, and technical and professional, to support the discharge of the core mandate of the CHE.

**Reporting to the Director: Corporate Services, the successful candidate will be responsible for the following:**

- Provide first line technical support to users;
- Install and configure computer networks and systems;
- Provide administrative support function for ICT;
- Maintain existing software and hardware and upgrading any that have become obsolete;
- Monitor computer networks and systems to identify how performance can be improved;
- Develop, review and implement ICT policies;
- Conduct monthly reviews of the audit trails and access logs;
- Ensure that all website and intranet links are fully functional;
- Provision of ICT Security management;
- Application administration (add, remove, change privileges for users in various applications as well as investigate and resolve user access issues);
- Monitor and remove non authorised software on users workstations;
- Monitor user compliance to ICT policies, standards, guidelines and procedures in line with approved CHE's ICT requirements;
- Monitoring of all IT related risks, including disaster recovery plan;
- Maintenance and review of the CHE's Records system, in line with the CHE File Plan.

**The successful candidate should have:**

A Bachelor's degree in Information Technology or equivalent.

2 to 3 years' experience in information management.

Knowledge of computer programming, coding and troubleshooting methodologies.

## **Competencies (knowledge/skills/attributes):**

### **The candidate must demonstrate the following competencies:**

Integrity, customer oriented; analytical ability; deadline driven; ability to work under pressure; interpersonal skills, initiative, IT and technical skill, enthusiasm and attention to detail.

### **Skills:**

Web- HTML, PHP, Drupal.

Operating System – Windows 7, 8, 8.1 and 10.

Knowledge of Veeam and Backup Exec.

Knowledge of network switches, network cabling and wireless devices.

Working knowledge of Active Directory.

## **APPLICATION PROCEDURES**

To apply please submit a completed job application form available from the CHE website ([www.che.ac.za/newsroom/vacancies](http://www.che.ac.za/newsroom/vacancies)), a CV and certified copies of qualifications accompanied by a detailed motivation regarding your suitability for the position, as well as how you meet each of the stipulated requirements. The names and contact numbers of three work related referees should be provided.

**Applications not on the prescribed application form and submitted without the certified copies attached will not be considered.**

***Applications must be forwarded to Ebus-Tech Consulting, for attention Nomusa Mntambo via e-mail to [che@ebustech-consulting.co.za](mailto:che@ebustech-consulting.co.za) by fax to 0862120600 or hand delivered to 5<sup>th</sup> Floor, Samancor House, 88 Marshall Street, Johannesburg.***

Correspondence will be limited to shortlisted candidates. If you have not been contacted within 30 days after the closing date, please consider your application as unsuccessful. Shortlisted candidates will be required to undergo psychometric tests and competency assessments to determine their suitability for employment.

Further details pertaining to conditions of service including remuneration are available from +27 12 349 3872 or email [Mashiane.m@che.ac.za](mailto:Mashiane.m@che.ac.za) The CHE is committed to Employment Equity and aims to attract and retain talented individuals to achieve its equity objectives. Therefore people from designated groups, including those with disabilities, are encouraged to apply.

**Closing date: 20 March 2018. No late applications will be considered.**

