



DIVISION: IT Services

DEPARTMENT: IT Services

POST: System Analyst

POST N<sup>o</sup>: 3020

PEROMNES GRADE: 08

**JOB DESCRIPTION:**

**Key performance areas include but are not limited to:**

- Upgrade/patch OS through an approved management system(s),
- Implement modern device services,
- Install, Configure, Repair, Maintain and support IT equipment (Computers and phones),
- Basic to medium knowledge of Network infrastructure and support as per VUT standards,
- Diagnose, troubleshoot, and maintain both Local Area Networks and Wireless Networks,
- Discuss new systems that can improve overall performance as a Department,
- Benchmark with other organisations to establish a level of service offered, and
- Suggest improvements for systems and processes.

**APPLICATION CRITERIA:**

**Qualification/Experience:**

- 3 Year IT or related Degree,
- Administering SCCM & Intune(recommended),
- CompTIA A+, Network +, Security +(recommended),
- MCSE Microsoft Certified Solution Expert (advantage),
- ITIL Foundation (advantage),
- 4-5 years of Desktop support experience,
- 1 Year System Administration.

**Skills**

- Interpersonal relationship and Excellent Communication skills,
- Problem-solving skills and Customer Service skills,
- Time management, organization, prioritization and follow-through skills,
- Project management,
- Excellent MS Office skills,
- Windows Server 2018 and up.

**CLOSING DATE FOR APPLICATIONS: 27 November 2023**

Applications should include:

1. Download the application for employment form on the VUT website - Vacancies <https://www.vut.ac.za/external-jobs/>

2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic records and certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to [recruitment6@vut.ac.za](mailto:recruitment6@vut.ac.za) and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.
9. Communication will be entered into with short-listed candidates only. If you don't hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms Teresa Martins, Tel 016 950 9327 / email address: [teresam@vut.ac.za](mailto:teresam@vut.ac.za)

HR Business Partner: Mr Judas Mabilu, Tel 016 950 9136 / email address: [judasm@vut.ac.za](mailto:judasm@vut.ac.za)

**Please Note: Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.**

**VUT reserves the right not to make an appointment**

**By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.**

