



<b>Job Title:</b>	IT Learner (Internship) - 6 Months Internship Program
<b>Organization:</b>	NEMISA
<b>Department:</b>	Information and Communication Technology (ICT)
<b>Location:</b>	Gauteng, Parktown
<b>Salary Range:</b>	Negotiable
<b>Upward Reporting:</b>	Manager: Information and Communication Technology (ICT)
<b>Reference Number:</b>	NEM-23/8/2018

#### MAIN PURPOSE OF THE JOB

To provide Information and Communication Technology (ICT) products, services and support to NEMISA and its stakeholders, thereby enabling the management of their information and communications technology needs effectively, efficiently and consistently.

#### JOB OBJECTIVES

- Provide effective, efficient and consistent services to all NEMISA divisions and Stakeholders in accordance with their requirements in order to enable them to achieve their objectives.
- Assist with the planning, provide input to, research and implementation of IT Projects in line with the ICT plans, including the ICT strategic plan, ICT architecture and ICT implementation plan.
- To ensure that approved plans covering all aspects of the ICT department are implemented. This includes deadlines, IT security, disaster recovery, contingency plans, budget, resources etc.
- Assist with the formulation, review, implementation and ongoing review of Information Technology policies, procedures, guidelines and standards.
- Ensure that self has the required knowledge and skills to effectively and efficiently perform all duties, as well as stay up to date with industry trends.

Tel: + 27 - 11 484 0583, Fax: + 27 - 11 484 0615, Physical Address: 21 Girton Road, Parktown, Postal Address: P.O. Box 545 Auckland Park, Johannesburg 2006, [www.nemisa.co.za](http://www.nemisa.co.za)

Non-executive Directors: Prof Walter Claassen (Chairperson); Prof Manoj Maharaj; Ms Sarien Kersh; Ms Nelisiwe "Ncedi" Mkhali; Mr Phuti Phukubje and Mr Lucas Mello  
 Executive Directors: CEO (Vacant): Mr Thilivhali Ramawa (CFO)  
 Company Secretary: Ms Mapula Thebethe

Reg no. 98/14825/08



- To assist with the formulation and circulation of reports in accordance with management requirements and company policies and procedures.

#### Requirements

- Applicants must be unemployed graduates who are in possession of the relevant tertiary qualification and are South African citizens. Applicants should have no previous work experience, including no previous Internship. A Successful applicant will sign an Internship Agreement or Contract Agreement of Internship.

Qualifications Required	Essential	Desirable
<input type="checkbox"/> National Diploma in IT Technical Stream/Support/Networks  <b>Ideal:</b> <input type="checkbox"/> B-Degree in Information Systems or Computer Science or equivalent	✓	
<input type="checkbox"/> A+, N+		✓
<input type="checkbox"/> MCP Windows Server 2016		✓
Work Experience Required	Duration (Years)	
<input type="checkbox"/> Support on Microsoft Windows and IOS products	0-1	
<input type="checkbox"/> Symantec Endpoint Protection and Protection Manager	0-1	
<input type="checkbox"/> Microsoft Dynamics GP 2016	0-1	
<input type="checkbox"/> SAGE VIP	0-1	
<input type="checkbox"/> Windows Server 2012/2016	0-1	
<input type="checkbox"/> MS Office 365 administration hardware and software installation	0-1	
<input type="checkbox"/> Performing software configuration on standalone computers and laptops	0-1	
<input type="checkbox"/> Take user support requests and take measures to fulfil requests	0-1	
<input type="checkbox"/> Troubleshoot equipment such as printers and scanners and other peripherals	0-1	
<input type="checkbox"/> Handle IT related documentation and ensure that all IT supplies are available	0-1	
<input type="checkbox"/> Assist in software and hardware inventory management	0-1	
<input type="checkbox"/> Coordinate vendors for acquisition of services, equipment, and Software	0-1	
Personal Attributes		
<input type="checkbox"/> Strong problem-solving skills <input type="checkbox"/> Ability to work under pressure and meet stringent deadlines <input type="checkbox"/> Good communication skills: written and verbal <input type="checkbox"/> Can pay attention to detail <input type="checkbox"/> A self-starter <input type="checkbox"/> A strong desire to learn perpetually and acquire new skills <input type="checkbox"/> Can work well in a team and independently with little to no supervision		

#### Important note:

- Please email though comprehensive CV and certified copies of Qualifications/Supporting documents to: [Recruitment@nemisa.co.za](mailto:Recruitment@nemisa.co.za)
- If you do not hear from us within one week of the closing date, please regard your application as unsuccessful.
- Preference will be given to historically disadvantaged applicants.



- Only candidates who meet the minimum requirements should apply. Correspondence will only be limited to short listed candidates.
- NEMISA reserves the right not to make an appointment.
- Closing Date: 23 August 2018 (16:00am)

*We are committed to Employment Equity when recruiting internally and externally. It is company policy to promote from within wherever possible. Therefore, please be aware that internal candidates will be considered first before reviewing external applicants if this supports achievement of our Employment Equity goals.*