



higher education  
& training

Department:  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA

Lovedale TVET College, based in the Eastern Cape, invites suitably qualified, innovative, result-orientated and self-motivated candidates to apply for the following vacancy:

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POST: ASSISTANT DIRECTOR: INFORMATION AND  
COMMUNICATION TECHNOLOGY (Permanent)

Salary Level: 9

Salary Notch: R376 596

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**Requirements:** • Recognised B degree or relevant equivalent qualification in Information Technology (hardware, software & networks) with relevant major subject(s) • Industry recognised certificates i.e ITIL , TOGAF and / or COBIT will be an added advantage • Project Management certificate will be an added advantage • Minimum of 4-5 years in the IT sector and 3 years proven supervisory experience • Project Management experience in complex IT projects • Practical experience with desktop hardware , software , servers , internet back-ups ,Linux , anti-virus and networking/cable installation • Willingness to spend additional time on tasks when needed • Be in possession of a valid code 8 driver's licence.

**Key Responsibilities:** • Develop and manage a five ( 5) year maintenance and upgrade plan for all IT related activities within the College • Plan , direct and coordinate daily activities of the IT department • Develop implement, maintain and proactively communicate ICT policies and procedures to ensure the effective and efficient use of ICT throughout the College • Develop , Implement and maintain a software management strategy that ensures the College fully complies with software licenses and ensure no unlicensed software are used in the college system • Create a structured approach to rolling out new software, including procurement, testing and assessing the needs of user training • Ensuring the smooth running of all ICT systems, including anti-virus software, print services and email provision • Establish a sound and efficient communication system between IT and the various departments • Trouble shooting and repairs (hardware and software) • Manage and maintain all backups and anti-virus software • Ensure that relevant policies at the college are implemented by users • Plan and upgrade computer laboratories and administrative workstations annually • Maintain WAN and LAN networks • Provide specifications to the SCM Unit for the purchase of software and hardware • Conduct meetings with internal staff • Manage the Units budget cash flow • Compile the annual operational plan.

**Closing Date: 20 July 2019**

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**Enquiries:** Ms N. Mjonono or Ms Jali at 087 238 2223

**Applications:** Must be submitted on the Z83 form obtainable from any Public Service Department and on the internet, and must be accompanied by a recently updated CV (with three contactable references), certified copies not older than three months of all qualifications with academic record and Identity Document (ID) including driver's license where it is required. It is the applicant's responsibility to have foreign qualifications verified by the South African Qualifications Authority (SAQA) and Evaluation Certificate from SAQA must be attached. Failure to complete Z83 and submit the required documents will result in application not being considered. Post your complete application to: The Deputy Principal: Corporate Services, Lovedale TVET College, Private Bag X7403, King William's Town, 5600 Eastern Cape or hand-deliver to Headquarters Reception, Lovedale TVET College, 1 Amatola Row, King William's Town, Eastern Cape.

**Note:** All costs incurred due to your application and interviews will be at your own expense • No faxed or e-mailed applications will be accepted • Due to the large number of applications we envisage receiving, applications will not be acknowledged and correspondence will only be conducted with shortlisted candidates • If you have not been contacted within 3 months of the closing date, please consider your application unsuccessful.

***Lovedale TVET College is an equal opportunity employer and reserves the right not to make an appointment.***