



PRETORIA HIGH SCHOOL FOR GIRLS

IT TECHNICIAN

The position of IT Technician is available with effect from
1 May 2018.

Duties & Responsibilities:

- Respond to and resolve issues raised by users within stipulated timeframes
- Provide telephonic support to users
- Provide desktop and application support to users
- Do preventative maintenance on PC's, Notebooks, Servers and Network equipment
- Install and Configure PC's, Notebooks, Servers and Network equipment
- Setup Printing
- Setup and Configure Microsoft Products (Office11) 2016, Office 365, WINDOWS XP, WIN 7, WIN 8, WIN 10, SERVER 2012 and 2016)
- Assisting with Rollouts of new hardware installations, network upgrades and projects
- Answer incoming calls
- Follow IT Policies and Procedures
- Other duties assigned by Management
- Sound knowledge of IT Operations and systems
- Basic networking and Server knowledge

Qualifications and Requirements:

- Must have a Grade 12
- Must have a technical qualification, A+, N+, MCSE
- Must have at least 5 years relevant experience in a similar role
- Must have an excellent understanding of Microsoft Products (Word, Excel, PowerPoint, etc)
- Must have a valid driver's license and own reliable transport
- Must be able to work in a team

Applications to be submitted via email to: hr@phsg.org.za and/or

- Fax: 012 342 1955 or hand delivered to Pretoria High School for Girls, 949 Park Street, Arcadia

Closing date for application: 18 April 2018.

Should you not receive correspondence from us by 30 April 2018 days please accept that your application was unsuccessful

NB: The School Governing Body reserves the right not to make an appointment