

## Gauteng Partnership Fund Internship Recruitment

Internship:	ICT
Location:	Sandton
Stipend:	SETA-related rates
Closing Date:	7 February 2020

**Overall Responsibility:** To provide ICT support services to employees at GPF

### Key Performance Areas:

- Assist and/or be exposed to the day to day technical maintenance on server, computers & phone equipment, and wireless.
- Assist and/or be exposed to the maintenance of the operating system, application systems programs and procedures on computers.
- Assist service personnel in the configuration of hardware and peripheral components, such as monitors, keyboards, printers, and disk drives.
- Assist and/or be exposed to diagnosing, troubleshooting, and resolving hardware, software, or other network and system problems and replace defective components.
- Assist and/or be exposed to in the installation, configuration and support of the network operating systems, and network servers including local area networks (LANs, network segments, and other data communication systems.
- Maintain anti-virus software and other software updates, such as Microsoft Office, Java, etc., on servers and workstations including replacement of defective or inadequate software packages.
- Assist with Help Desk Support.
- Perform other related tasks as assigned or required.

### Minimum Requirements for the Internship Placement

- Degree in Information Technology, Computer Systems or similar
- Strong on IT hardware and software
- Ability to anticipate, identify and resolve IT technical issues
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Demonstrate ability to multi-task
- Eager to learn
- Attention to detail
- Good communication and interpersonal skills

***GPF is an equal opportunity, affirmative action employer. Preference will be given to candidates whose appointment will enhance representation in accordance with the approved employment equity plan.***

Correspondence will be limited to shortlisted candidates only. If you do not hear from us within two months of the closing date, please regard your application as unsuccessful. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by GPF. GPF reserves the right not to fill an advertised position. Background verification, including criminal record and citizenship checks, as well as a competency assessment will form part of the selection process. It is the applicants' responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

Applications to be sent to [careers@gpf.org.za](mailto:careers@gpf.org.za) by no later than close of business on Friday 7 February 2020.

