



**prasa**

PASSENGER RAIL AGENCY  
OF SOUTH AFRICA



@prasa\_group



@prasa\_group



@prasa\_group

# Vacancy

This Vacancy is open to **External / Internal Candidate**

<b>JOB TITLE:</b>	<b>Graduate In Training - Information and Communications Technology (ICT) X8</b>	<b>SALARY GROUP:</b>	<b>Sector Regulator Allowance</b>
<b>LOCATION:</b>	<b>PRASA Head Office – Umjantshi House JHB</b>	<b>REFERENCE:</b>	<b>GIT/ICT/PRASA/004</b>
<b>DEPARTMENT:</b>	<b>Group Human Capital Management</b>		

## DEPARTMENTAL MISSION

Provision of workplace learning exposure to graduates who need workplace experience in the respective qualification

### MINIMUM REQUIREMENTS:

- National Diploma in Information Technology

### EXPERIENCE

- Diploma No experience required
- Applicants will go through a selection process, and when successful be placed accordingly

### KEY PERFORMANCE AREAS (KPAs)

- Assisting with software development: This could involve coding, testing, debugging, and contributing to the development of applications or systems
- Documentation: Creating or updating technical documentation, user guides, and knowledge base articles.
- Incident management: Assisting in troubleshooting and resolving IT issues, including incident reporting and documentation.
- Network administration: Support with network troubleshooting, monitoring, and configuration.
- Hardware maintenance: Assisting with the installation, configuration, and maintenance of computer hardware.

TRAINING & KNOWLEDGE	SKILLS	BEHAVIORAL ATTRIBUTES
<ul style="list-style-type: none"> <li>Sound knowledge and Committee procedures</li> <li>Knowledge of recording-keeping and administrative</li> <li>Sound knowledge of the business environment, the relevant role players within the business</li> <li>Sound knowledge of the relevant legislation applicable to PRASA.</li> <li>Knowledge and understanding of the company policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Good communication, written and verbal.</li> <li>MS Office.</li> <li>MS Coordination</li> <li>Planning and organizing</li> <li>Excellent Time Management</li> <li>Administrative Telephone etiquette</li> <li>Tenacity</li> <li>Self – starter</li> </ul>	<ul style="list-style-type: none"> <li>Accuracy and attention to detail</li> <li>Confidentiality</li> <li>Honest and integrity</li> <li>Professionalism</li> <li>Customer focused</li> <li>Result driven</li> <li>Reliable</li> <li>Ability to stay calm and tactful under pressure</li> <li>Independent</li> <li>Follow – through</li> </ul>

As per PRASA Employment Equity Plan, this position is earmarked as follows:	MALE				FEMALE			
	African X	Indian X	Coloured X	White X	African X	Indian X	Coloured X	White X

Please apply by emailing your updated CV and certified copies of your qualifications to [ICT.Internship@prasa.com](mailto:ICT.Internship@prasa.com)

**CLOSING DATE: 19 MAY 2025** Should you not hear from us within three (3) months from the closing date, please consider your application unsuccessful.