



Maritzburg College, one of the leading boys' schools in South Africa, has an excellent reputation for its academic, sporting, cultural and leadership programmes. The Governing Body invites applications from suitably qualified and experienced persons for the following post: -

## IT TECHNICIAN

To provide hardware and software maintenance, training and consultation, and recommendations about future planning and development of resources. Providing these services in an effective and efficient manner will ensure maximum access to and implementation of technology services and resources.

The successful incumbent will need to meet the following requirements:

- Matric
- Driver's License
- A+ Qualification
- Ability to manage high workload, conflicting priorities and pressure
- Problem solving and root identification skills
- Ability to establish and maintain strong working relationships

### Key Duties:

- Ensure technology is accessible and equipped with current hardware and software
  - ✓ Troubleshoot hardware, software and network operating system
  - ✓ Be familiar with all hardware, software and network operating systems
- Monitor and maintain technology to ensure maximum access
  - ✓ Maintain log and/or list of required repairs and maintenance
  - ✓ Make recommendations about purchase of technology resources
  - ✓ Research current and potential resources and services
  - ✓ Provide network access to all staff and students
  - ✓ Install work stations and load all required software
  - ✓ Connect and set up hardware
  - ✓ Monitor security of all technology
  - ✓ Input and maintain IP addresses
  - ✓ Identify and prepare hardware for disposal when appropriate
  - ✓ Ensure hardware is stripped and secured before disposal

If you are suitably qualified, please send a concise CV, proof of qualifications and the names of two references to: -

**The HR Manager, Maritzburg College**

PO Box 398, Pietermaritzburg, 3200

Email: [hr@mcollege.co.za](mailto:hr@mcollege.co.za)

**Closing date for all applications: 23 May 2019**

Should you not have heard from us by **07 June 2019**, please assume that your application has been unsuccessful and no further correspondence will be entered into.

*Prospective employees are obliged to confirm (on an affidavit) that they have never been convicted of a sexual offence as well as provide a police clearance certificate.*

Maritzburg College reserves the right not to make an appointment.

An application in itself does not entitle the applicant to an interview.