



# DENOSA

Democratic Nursing Organisation of South Africa

## INTERNAL ADVERTISEMENT

### IT ADMINISTRATOR (PC SUPPORT TECHNICIAN)

DATE OF ISSUE: 9<sup>TH</sup> JANUARY 2012

#### INHERENT JOB REQUIREMENTS:

- A+ or similar hardware repairs qualification
- Network+ , N+ or similar network certificate qualification
- Min. 2 years front office systems experience, preferable Microsoft Windows
- Min. 2 years desktop and networking support experience

#### RESPONSIBILITIES:

- Ensure that Servers, networked printers, routers, PC's, and desktop configurations are optimal and functional
- Daily, event inspection, updates and backups
- Installs/ moves/ adds/, PC's, software, networking routers, devices and printers
- Installation, maintenance and configuration of antivirus software and other software as required
- Telephone support and end user application support
- Be able to install, setup and deploy networked computers and printers etc.
- Apply correct best practices, and policies
- Ensure that PC virus software is up to date and function properly
- Correctly configure client software
- Ensure that all requests repair service or any work for repair work gets action
- Ensure there is no delayed demand for service and quick follow-up take place
- Provide necessary service feedback and reports as required to IT manager
- Prepare trends analysis reports and feedback to management
- Ensures no delayed demand for service and quick follow-up
- Ensure LAN & WAN infrastructure is maintained and equipment is functioning at its optimum

#### WRITTEN APPLICATIONS TO:

The General Secretary  
DENOSA Head Office  
P O Box 1280  
PRETORIA  
0001  
Or

Applications must be sent to: [mandisan@denosa.org.za](mailto:mandisan@denosa.org.za) or fax to: 0862162979

TELEPHONE ENQUIRIES: Mr. Mike Nxokweni  
(012) 343 - 2315

Closing Date: 20<sup>TH</sup> JANUARY 2012

**Communication will be made to short listed candidates only.**