





JOB ADVERTISEMENT
INFORMATION TECHNOLOGY SPECIALIST

 Somerset West, Head Office	NATURE AND PURPOSE OF THE JOB ROLE Ensuring that standards are maintained regarding network analysis, system administration, security and information assurance, IT audits, database administration, and web administration, while providing the necessary support to all employees as required.
 6 Months Contract	
 Market Related	
 Closing date: 15 April 2020 @ 17h00	
QUALIFICATIONS & EXPERIENCE	RESPONSIBILITIES
<ul style="list-style-type: none">• Tertiary IT qualification (Bachelors’ degree of equivalent)• Minimum 5 years’ relevant experience in IT field• Microsoft Excel, Microsoft Office, Microsoft Word, Microsoft PowerPoint, Google Office• CCTV system management experience• Valid Driver’s licence and own transport• Clean criminal record• Must be able to travel to Gauteng• Availability outside of office hours to attend to urgent matter	<ul style="list-style-type: none">• Month 1: Analysing of current systems in the company• Month 2: Proposal of software systems (CCTV, access control, laptop management)• Month 3: purchasing and installing• Month 4: Training staff on software systems• Month 5: Policies and procedures• Month 6: Reporting, Administration & Filing
SKILLS & CHARACTERISTICS	
<ul style="list-style-type: none">• High attention to detail and accuracy• Excellent written and communication skills, and email communication (English and Afrikaans)• Strong administrative and organisational skills• Training and leadership qualities• High energy levels, flexible, resilient, creative and well balanced and focused individual	<ul style="list-style-type: none">• High Emotional Intelligence• Patience• Maturity• Reliable, responsible and trustworthy• Compassionate• Adaptable to change• Confidence in the field• Team Player
CONTACT PERSON	
Talent Management Partner: Masego Seabi Tel: 021 851 6886 Email: talent@livewell.care	

PLEASE TAKE NOTE:

When submitting your CV, please indicate salary expectation and use the reference number in your application.
If you have not been contacted within 14 days, please consider your application unsuccessful.