



POSITION: IT Officer
SUPERVISOR: Finance and Operations Manager
EMPLOYMENT TYPE: Fixed Term Contract
CONTRACT DURATION: (01 July 2022 – 31 March 2025)

Isibani Development Partners is a South African-registered NGO, launched in 2011 to become a leading local technical assistance provider, systems strengthening and grants manager for health and social service in Southern Africa. Isibani has been appointed by the National Department of Health to serve as one of the Sub-Recipients (SRs) for the GLOBAL FUND TB/HIV Program in King Cetshwayo (KZN) and Ekurhuleni (Gauteng) districts, from 01 April 2022 to 31 March 2025. Isibani seeks to appoint an IT Officer. The position will be based at head office Pretoria.

Job Overview:

The incumbent will be responsible for providing IT support to head office and regional staff by ensuring that systems are up and running. He/she will also be responsible for IT policy development.

Key Responsibilities Include:

Hardware & Software Support:

- Installation and maintenance of hardware (PC'S, Laptops, Printer, Hard Drives, Network Cards etc.)
- Set up of new machines; Creating user profiles; Fault diagnostics; Assist with controlling movement of Assets
- Install and support of software used by the company (MS, Pastel, VIP etc.) and upgrades
- Monitoring compliance to policies and licensing requirements; Monitoring integrity of Networks (cable, wireless, WAN, LAN, dial up access) and Wifi
- Daily monitoring of connectivity and security
- Reporting telephone line usage, internet access
- Provide support to Head Office and regional offices (Richards Bay & Bedfordview)
- Implement and maintain systems security
- Performance tuning and maintenance on services and applications
- Ensure systems are up and running as much as possible, and ensure all users can access them easily

- Development and alignment of Reporting Requirements of the organisation
- Develop and review of IT policies.

Budget & Procurement:

- Ensure that monies are correctly allocated in accordance with budget and work within budgetary constraints to achieve required IT goals
- Procurement of IT supplies and maintaining IT service contracts
- Sourcing supplier quotes for Hardware & software requirements
- Developing of ToRs & specs for all ICT needs

Qualification and Experience

- Diploma in IT; 3 – 5 years' experience in IT
- Certified in A+, N+ Networking an added advantage
- Experience working in an NGO
- Must be able to work independently with excellent problem-solving skills
- A well-developed sense of responsibility and accountability
- Knowledge and excellent understanding of the ICT Policies
- Project management skills; Customer relation skills; Time management
- Must be in possession of valid driver's license

Suitable candidates to send applications to applications@isibani.org.za

Subject line: "ITO 002"

Closing date: Monday, 13th June 2022

Kindly note only shortlisted candidates will be notified