



a world class African city

City of Joburg Property Company SOC Ltd.

3rd Floor  
Forum 1  
Braam Park  
33 Hoofd Street  
Braamfontein  
2017

PO Box 31565  
Braamfontein  
2017

Tel +27(0) 10 219 9000  
Fax +27(0) 10 219 9400

[www.jhbproperty.co.za](http://www.jhbproperty.co.za)

INTERNAL AND EXTERNAL ADVERT	
Vacancy :	Assistant Manager IT X2
Business Unit	Strategic Corporate Support
Reporting To :	Manager IT
Ref:	HCM/01/2024
<b>The applicable Basic Salary is R53 420.00 (excluding benefits)</b>	

**Purpose:**

The purpose of the job is to both install and maintain the company’s computer networks. Provide technical expertise and support to the organisation.

**Appointment requirement:**

- Minimum A+, N+, Matric or Grade 12 or relevant NQF level 3
- NQF level 4 qualification, preferably A+ (hardware related qualification) and N+ (network related qualification)
- Advanced computer literacy in MS Office packages – Word, MS Excel, MS PowerPoint, and Access

**Experience**

- 3 - 4 years’ experience in IT support

**Preferable**

- MCITP, Microsoft Office Certified Professional
- Active Directory, 3COM VCX, Exchange, MacAfee Enterprise, Microsoft Office, Desktop support, printer support.



Non-Executive Directors: Simon Motha (Chairperson)  
Bettycourt Teffo | Ellen Rakodi | Fulufhelo Ratshikhopha | Londiwe Mthembu |  
Mxolisi Zondo | Ntombikayise Tini | Sabelo Mtolo |  
Tshepang Thatelo

Executive Directors: Helen Botes (Chief Executive Officer)

Company Secretary: Gontse Dlamini  
City of Joburg Property Company SOC Ltd.  
Registration Number: 2000/017147/07



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## Role and Responsibilities:

### 1. Software Management

- Install and configure application software so all features are working better than expected.
- Troubleshooting internet connection problems from end users.
- Uses operating systems expertise, software applications knowledge, system networking skills, and technical skills to ensure minimal follow-up problems.
- Uses client knowledge, business, and organization knowledge.
- Proactively ensures the system being supported is fully operational.
- Analyse system performance.
- Provides recommendations for system improvements so the organization being supported is satisfied.
- Consistently fixes system problems with minimal downtime.
- Monitor the operation and security of all computer hardware and ensure that it is operating properly.
- Maintain accurate inventory and record of all hardware, software, and manuals purchased in the organisation.
- Ensure that all software runs with no output errors, no response time problems, and functioning according to specifications.
- Maintain the documentation of the telephone system configuration.
- Understand all the department working procedures and perform the related tasks as described.
- Carry out the repairs and maintenance of all PCs, printers, telephones, interactive systems, etc.
- Maintain all users' access requests and authorisation.



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## 2. Client Service Management

- Act as point of contact for technical queries
- Priorities requests by agreed criteria and the needs of the organisation
- Within a broad area of competence and responsibility investigate problems and other requests for support and determine appropriate actions to take

### Note:

- JPC is an Employment Equity Employer; therefore, an appointment will be made in accordance with the company's employment Equity Policy and Plan.
- Submit a detailed, relevant CV including copies of qualifications via e-mail to [JOBS@jhbproperty.co.za](mailto:JOBS@jhbproperty.co.za)
- Quoting the relevant reference and job title.
- Applicants must note that further verifications like qualifications and criminal checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks.

Should you have any queries kindly contact **Amukelani Maluleke on 066 282 0725**

If you do not hear from us within 6 weeks after the closing date, you may consider your application as unsuccessful.

**Closing Date: 02 February 2024**



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