



The IDT is a Schedule 2 Public Entity, established as a development management agency. Its primary role is to influence, support and add value to the national agenda. The IDT is mandated to measurably impact on the eradication of poverty and to improve the quality of life of poor, rural and marginalised communities. To assist us in achieving this, we wish to appoint dynamic individuals in the following positions:

POST	: Information Systems Support Officer EPWP x 4
JOB LEVEL	: CL
REGION	: NATIONAL OFFICE
LOCATION	: PRETORIA
DURATION	: Contract Ending 31 May 2024
PORTFOLIO	: PMSU (EPWP Programme)
PURPOSE	: To effectively coordinate EPWP Information Systems Support.
REPORTING	: EPWP Programme Manager
REQUIREMENTS	: A Minimum of a National Diploma in Information Technology and a Minimum 5 years' experience in IT end user support, Competencies: Managing Information Systems, Data Recovery Methods and IT Applications. Skills: Customer Service skills, Problem Solving Skills, Communication Skills, Stakeholder Focus, Quality Results & Excellence, Planning & Organising, Innovation, Interpersonal skills and IT Technical capability.
DUTIES	: Provide technical and EPWPRS Help desk support to system users, Review and approve registered participants on the EPWPRS and Provide training support to system users.
Enquiries	: HR Consultants, Tel: (012) 845 2000

The Independent Development Trust is an equal opportunity and affirmative action employer. Preference will be given to candidates whose appointment will enhance the gender and racial representivity of the organisation, in accordance with its equity plan.

Applications must be accompanied by an up-to-date curriculum vitae (including two contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document.

To apply for this position, forward all CVs to jobs3@idt.org.za.

Any questions about the application process may be directed to (012) 845 2000.

Note: Confirmation of appointment will be subject to the applicant undergoing verifications checks and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The IDT will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the IDT. The IDT reserves the right not to appoint anyone to the above post, and to withdraw them, readvertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery.

The closing date is 23 August 2019.