

## IT Manager

### **CENTRAL APPLICATIONS OFFICE (CAO) - Durban, KwaZulu-Natal**

Full-time, Permanent

The Central Applications Office in Durban receives and processes applications of students applying to DUT, MUT, UKZN, UNIZUL, some of the KZN TVET Colleges and 17 Private Colleges in KZN.

The Central Application Office (CAO) is keen to employ an experienced IT Manager strong in analytics and project co-ordination.

A negotiable market related salary is offered.

The ideal candidate will have hands-on IT skills in the field of generic databases and systems from a business point of view that requires the interpretation of internal departmental and institutional requests into functional outputs.

### **Job Qualifications and Requirements**

- Tertiary qualification in Information Technology/Computer Science and/ or relevant IT qualification
- 5 years experience in managing an IT Team and co-ordinating various projects.
- Demonstrable ability to interpret and analyse data requests
- Demonstrable ability to write SQL queries
- Manage the IT environment, eg.viruses and security.

### **The following would be an advantage**

- Knowledge of Computer Hardware
- Knowledge of Computer networks
- Knowledge of SharePoint
- Computer trouble shooting
- Knowledge of the Higher Education and or School Sector

### **The Job includes the following duties and responsibilities**

- Keeping the database up-to-date
- Populating the database with new tertiary qualifications offered by institutions
- Extracting, on request, data from the database.
- Performing regular checks on network and data security
- Identifying and acting on opportunities to improve and update software and systems in consultation with the CEO and service providers.
- Developing and implementing IT policy and best practice guides for the organisation
- Designing training programs and workshops for staff
- Conducting regular system audits
- Running and sharing regular operation system reports with senior staff
- Managing and reporting on allocation of IT budget
- Providing direction for IT team members
- Identifying opportunities for team training and skills advancement
- Responsible for managing through service providers a domain through Active Directory and terminal Servers.
- Responsibility for ensuring data quality.

Application details , requirements and documents are available on our website: [www.cao.ac.za](http://www.cao.ac.za)

Starting Date: As soon as possible.