



St MARY'S

Diocesan School for Girls, Kloof

P O Box 178, Kloof 3640, South Africa

High School Tel: 031-7649800

Junior Primary: 031-7649831

Senior Primary: 031-7649829

International: 27-31-7649800

Email: admin@stmarysdsg.co.za

Website: www.stmarysdsg.co.za

School Vision

A world class, Christian school that inspires girls to become remarkable women.

St Mary's DSG, Kloof, renowned for its academic excellence and progressive, nurturing and supportive atmosphere, invites applications for the following vacancy:

JUNIOR IT TECHNICIAN

Commencement date - 1 September 2022 or by negotiation

We seek a Junior IT Technician who will report to the IT Manager and assist in providing an effective IT service that supports the teaching and learning, management and administrative needs of the school.

Candidate profile:

- Senior Certificate, A+ and N+ Certifications
- Proven knowledge and experience of working with IT systems in a technical support environment
- A good knowledge of computer hardware and software, in particular the Microsoft family of products
- Expertise in IOS and Google Apps for Education an advantage
- Commitment to staying abreast of new trends and developments in technologies
- Excellent interpersonal and communication skills
- A focus on quality service delivery
- The ability to work independently and under pressure
- Aptitude for problem solving
- Proven experience in working as part of a team
- Support of the school's Christian ethos and values as described on the school's website.

Please complete the [Application Form](#) which can be found on the school website at www.stmarysdsg.co.za and email it to admin@stmarysdsg.co.za. Only electronic applications will be accepted. Shortlisted candidates will be contacted within 2 weeks after the closing date where your CV and relevant supporting documents will be requested. Should you not be contacted after the said date, please consider your application unsuccessful.

Closing date for applications: 29 July 2022

St Mary's is an equal opportunity employer. **The School reserves the right not to make an appointment.** An application will not in itself entitle the applicant to an interview or appointment and failure to meet the minimum requirements of the post will result in the applicants automatically disqualifying themselves from consideration. The successful candidate will be required to provide a police clearance certificate and be cleared on the Sexual Offenders Register. By submitting your CV and providing St Mary's DSG, Kloof ("the School") with your Personal Information, you consent to the School processing your Personal Information, which the School undertakes to process strictly in accordance with the [Section 18 Informed Consent Document](#).