



Applications are invited for these two fixed-term **ICT Intern** positions.

JOB PROFILE

DURATION: 01 March 2024 – 31 December 2024
DEPARTMENT: ICT
REPORTS TO: ICT Manager
CLOSING DATE: 30 January 2024

<p>Organizational Description</p>	<p>The Oprah Winfrey Leadership Academy for Girls (The Academy) is a world-class educational platform for girls which is aimed at nurturing a new generation of dynamic women leaders. This residential boarding school is situated in Meyerton, Gauteng Province, with just over 300 students enrolled in Grades 8 -12. Grade 12. Students write the Independent Examination Board (I.E.B.) NSC Examination.</p> <p>Applications are invited from suitably qualified candidates. Applications must be accompanied by a cover letter, CV with names of three contactable references, a copy of the highest qualification/s and a copy of identity. Interested candidates must register their profile at www.pnet.co.za to submit their application. Further information about the Academy can be found on its website (www.owlag.co.za).</p> <p>Regrettably, emailed, faxed, and hand-delivered applications will not be considered. Only applications submitted through the Pnet portal will be considered. Only suitably qualified applications will be considered. Please consider your application only successful if you have not heard from us by 20 February 2024. The Academy reserves the right not to fill this position.</p> <p>The Interns will receive a monthly stipend, free accommodation and meals.</p> <p><i>'The Academy is an Independent Schools Association of Southern Africa (ISASA) member and is an equal opportunity employer.'</i></p> <p><i>'The Academy, in line with the Protection of Personal Information Act (POPIA), will attempt to ensure that the confidentiality of all applicants for this role is protected. All reasonable measures will be in place to protect personal information but will be used in the recruitment, selection and reporting process. By submitting your application, you are recognising and accepting this disclaimer.'</i></p>
<p>Job purpose</p>	<p>To actively contribute to the efficient functioning of the Academy's technological infrastructure. Working closely with the ICT team, gaining hands-on experience in</p>

	<p>supporting, maintaining, troubleshooting a variety of hardware, software systems and technology landscape documentation.</p> <p>This internship aims to provide the successful candidate with a comprehensive understanding of ICT operations within an educational setting, fostering your professional growth and preparing you for a successful career in the dynamic field of technology.</p>
<p>Minimum academic requirements and experience</p>	<ul style="list-style-type: none"> ● Matric Certificate. ● In the final year of study towards a relevant tertiary Information Technology degree or has obtained a degree in 2023. ● Information Technology Certifications Viz National Diploma in Information Technology, Undergraduate Degree in Information technology, CompTIA A+, CompTIA Network+, or Microsoft Certified Desktop Support Technician (MCDST), End User Support Training, Data Capturing Training, and Cybersecurity training serve as an added advantage. <p>Due to the nature of this position, the successful incumbent will be required to:</p> <ul style="list-style-type: none"> ● Work shifts; and ● Live on the Academy premises while on duty.
<p>Key Duties and Responsibilities</p>	<ul style="list-style-type: none"> ● Technical Support: Provide technical assistance to staff and students for hardware, software, and network-related issues. Troubleshoot and resolve technical problems to ensure smooth operations of ICT infrastructure; ● Help Desk Management: Respond to help desk requests from staff and students, log issues, and track progress until resolution. Maintain a knowledge base of common issues and solutions; ● Network Administration: Assist in the maintenance and management of the academy's local area network (LAN) and wireless network. Ensure network connectivity and assist in network troubleshooting; ● Software Installation and Updates: Assist in installing, configuring, and updating software applications on the academy's computers. Ensure software compliance and proper licensing; ● Data Management: Assist in data backup, recovery, and storage management. Help maintain data integrity and security protocols; ● Hardware Maintenance: Assist in the setup, maintenance, and repair of computers, printers, and other ICT equipment. Conduct routine hardware checks and maintain an inventory of ICT assets; ● Cybersecurity: Support the implementation and monitoring of cybersecurity measures to protect the academy's digital assets. Assist in educating staff and students about cybersecurity best practices; ● Digital Learning Support: Collaborate with educators to enhance the integration of technology into teaching and learning. Provide technical assistance during online classes, virtual events, and digital projects; ● Documentation: Assist in documenting ICT procedures, guidelines, and troubleshooting steps. Contribute to the development of user manuals and training materials.
<p>Knowledge, Skills and Attitude</p>	<ul style="list-style-type: none"> ● Have a passion for learning and see themselves working towards a permanent career in ICT. ● Actively seeking to develop professionally in a school environment that is committed to providing quality education.

	<ul style="list-style-type: none">● Ability to build and maintain effective and productive working relationships.● Possess a strong work ethic.● Have a positive outlook and an open mind.● Excellent communication skills.● Excellent time management and organisational skills.● Leadership skills and modelling.● Good report writing skills.● Fully computer literate.● Ability to multi-task.● Ability to use own judgement and discretion.● Ability to listen and relate to each student.● Ability to fully participate in the school's extramural programme.● Demonstrate high levels of professionalism, competency and initiative.● Act with the highest integrity and uphold the Academy's standards and values (Respect, Honour, Compassion, Service, Responsibility and Accountability) at all times.
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