



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	CITY HOSPITAL
JOB TITLE:	IT TECHNICIAN

PURPOSE OF POSITION	
<p>The IT Technician is responsible for monitoring, maintaining, and upgrading the computer systems and networks. The day-to-day responsibilities will include installing and configuring computer systems, diagnosing hardware and software faults, and solving technical and application problems. The IT Technician will oversee the smooth running of computer systems and programs whilst ensuring users get maximum benefits from them. The IT Technician will assist the System Controller at month-end.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Provide on-site, remote, telephonic and email technical support to the Foundation team • Diagnose and solve hardware and software faults • Maintain and monitor existing systems • Install and configure IT hardware and software • Assist in the development and implementation of processes to maintain a stable network environment • Train staff with IT related equipment and software • Assist the IT Manager with project work to grow the technology infrastructure of the company • Test and evaluate new technology • Order from and maintain good relations with our suppliers 	
COMPETENCIES (The following will be advantageous)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> • National IT Diploma or equivalent • 2 – 3 years of IT experience in the similar role
SKILLS (Practical & Technical)	<ul style="list-style-type: none"> • Knowledge of current, Windows and mobile operating systems • Knowledge of core desktop and cloud business applications • Knowledge of Citrix • Good understanding of Office 365 • Organised and thorough with a strong attention to detail • Good oral, electronic and written communication skills across all levels of the company • Willingness and ability to learn new skills quickly. • Ability to document processes, procedures and results • Good memory of how software and operating systems work • Excellent listening and questioning skills combined with the ability to interact confidently with clients to establish what the problem is and explain the solution • Strong customer focus • Ability to prioritise your workload • Attention to detail

BEHAVIOURAL ATTRIBUTES (Personality Characteristics)	<ul style="list-style-type: none"> • Professionalism and initiative • Well-spoken and respectful • Must be able to adhere to all company rules and policies.
JMH VALUES (Commitment)	<ul style="list-style-type: none"> • We respect the dignity of an individual. • We are committed to giving our doctors top quality service. • We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential. • We are committed to providing our shareholders with a fair rate of return on their investment. • We will act in a responsible manner towards our physical and social environment.
CV's together with supporting documents should be submitted to: recruitment@jmh.co.za	
	<p style="text-align: center;">NB: Only short-listed candidates will be contacted.</p> <p style="text-align: center;"><u>POPIA CLAUSE – HR ADVERTS</u></p> <p>Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).</p> <p>By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.</p> <p>If unsuccessful, your personal information is securely destroyed and is not retained by the company.</p> <p style="text-align: center;">Closing date for applications is 2 July 2023</p> <p style="text-align: center;">Yours faithfully Jenny Bux Group HR Manager</p>