

Internship Programme

Information Technology Intern

(Two-Year Programme)

Monthly Stipend: R8, 713.50

The Mining Qualifications Authority (MQA) is a Sector Education and Training Authority (SETA) that facilitates skills development under the Department of Higher Education and Training (DHET), and supports mine health and safety under the Department of Mineral Resources and Energy (DMRE) for the mining and minerals sector under Skills Development Act (SDA) 97 of 1998 and Mine Health and Safety Act (MHSA) 29 of 1996, respectively.

The MQA would like to invite qualifying individuals to apply for an internship opportunity within its Information Technology Unit. Unemployed individuals who have never participated in an internship programme are invited to apply. This opportunity is only available for South African Citizens. The successful intern will be appointed for a period of twenty-four (24) months.

Reporting to the IT Manager; the successful candidate will be responsible for the following:

Job profile

The candidate will be responsible for the following functions

- Maintain the IT infrastructure in a Microsoft Windows environment in terms of capacity, security and systems administration;
- Administer and maintain information on the Microsoft SQL database systems;
- Provide end-user support for windows applications, email and anti-virus software;
- Assist with network and printer troubleshooting;
- Assist with data backup and recovery;
- Provide remote assistance to end-users at regional offices;
- Perform software installation and user training; and
- Provide general office administrative support.

Minimum Requirements:

- A grade 12 or matric certificate
- National Diploma or equivalent at a NQF 6 level in the Information Technology field.
- A Bachelor's Degree or an equivalent NQF Level 7 qualification in abovementioned field will be an added advantage.

Competencies

The candidate must possess the following:

- Good communication and interpersonal skills;
- An understanding of legislation and developments pertaining to education and training;
- Ability to work under pressure;
- A proactive attitude;
- Ability to pay attention to detail; and

- Proficiency in MS Office packages.

Closing Date: 03 June 2021. No late applications will be considered.

Interested candidates should submit their applications which shall consist of a one page motivation; a comprehensive curriculum vitae; certified copies of their qualifications; and valid proof of identification to: recruitment@mqa.org.za

The MQA is an Equal Opportunity Employer; therefore, the filling of the position will be in line with its Employment Equity Plan. Recommended candidates will be expected to undergo vetting processes. Successful applicant will be required to disclose their financial interest.

Should you not hear from the MQA within 4 weeks of the closing date, you must regard your application as unsuccessful.

The MQA reserves the right not to appoint any person for this position.