



sanedi

South African National Energy
Development Institute

ENERGY INNOVATION FOR LIFE

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JOB REQUIREMENTS

Position: Internship
Programme: Administration
Division: Information Technology
Location: SANDTON
Period: 1 July 2023 – 30 June 2025

Purpose

- The purpose of the intern is to assist the ICT in resolving desktop queries and to gain exposure in the different areas of ICT. The intern will also assist in asset management and desktop software management

Qualifications and experience

- Diploma or Degree in Information Technology

Essential Functions and job duties:

- Analysing data to recommend improvements to existing systems or processes.
- Setting up new computers, networks, and software for new employees
- Providing support to IT staff by answering phones, processing paperwork, and responding to user requests
- Installing operating systems and other computer software applications on new computers
- Coordinating with other departments to ensure that all technology is working properly for the company.
- Collecting, analysing, and storing data for use in reports

- Supporting the maintenance of existing computer systems, including troubleshooting problems with hardware and software
- Assisting with computer network security by scanning for vulnerabilities and viruses
- Providing technical support for computer hardware and software issues.



Ability to:

- Be organized and structured with work orders, schedule work orders in a timely manner.
- Follow verbal and written plans and technical instructions with minimal supervision and guidance.
- Prioritize projects and services to minimize user interruption and down time.
- Employ a customer service approach and present information about technical issues clearly, both verbally and in writing.
- Communicate effectively both orally and in writing.
- Operate standard office equipment including a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Maintain confidentiality of sensitive and privileged information.

The closing date for this position is: **23 June 2023**

Please email a detailed CV to : Informationtechnologyintern@sanedi.org.za