

Are you a quality driven individual?
Do you have a passion for perfection?

If you answered Yes to these questions, you could be just the individual we are looking for.

INTERNSHIP INFORMATION TECHNOLOGY (IT) X1 (12 MONTHS)

Salary Range (differentiated according to the level of qualification): R 6 375.00 - R 8 375.00 per month

OVERVIEW OF THE ORGANISATION

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from www.nmisa.org

THE POSITION

The incumbent plays a pivotal role in giving proper input to design, development, implementation, support and management of Business Intelligence Systems. He/she must have a passion for precision and excellence who has a basic understanding of Information and Communication Systems and willingness to learn. The interns will be required to assist with Microsoft related issues and software development work. Assist in supporting and maintaining all computer-based systems and users, networks, Servers and Printers where necessary.

EDUCATIONAL QUALIFICATION AND EXPERIENCE

- Three-year tertiary qualification in the field of computer science or IT
- Postgraduate qualification will be an advantage
- An A+ or Security+ certificate or higher will be advantageous.
- Have a basic knowledge or understanding on Data Management and data analysis, Key Performance Indicators and Dash boarding.
- Understanding of computer networks.
- Have sound knowledge of Operating Systems. Windows 10 or higher and Windows Server 2016 or higher.
- Have basic knowledge of and is experienced in the application of Microsoft Excel, Microsoft Word and Microsoft Power Point. Understanding in Excel with Power Pivot will be advantageous.
- Have basic coding knowledge in object orientated languages.

DUTIES AND RESPONSIBILITIES

System Administration and Development

- Designing Business Intelligence Power BI Dashboards (Data analysis)
- Assist with maintenance of the following: troubleshoot the NMISA network to resolve any basic problems pertaining to Network Access, Microsoft Active Directory, Microsoft Outlook e-mail system, Disaster Recovery and Backup of data on Servers, NMISA Data is backed up on daily, weekly and monthly basis, NMISA IT Software's

are properly licenced and updates are managed timeously by ensuring proper input to effective System Management, Providing proper training to new Interns, workflow problems. Microsoft Dynamic 365 and SharePoint

- Assist in responding to hardware problems (Server, PC, Network or Printers) to assist the user to be able to perform his/her duties efficiently where needed.
- Ensure all endpoints are up to date with the relevant Microsoft Patches and anti-virus signatures.

The ideal candidate will be very detail conscious, dependable and will act in an understanding and helpful manner while performing tasks associated with the position. The position also requires being honest and ethical, being pleasant with others and displaying a good-natured, cooperative attitude. The ideal candidate will require emotional maturity, exert self-control in order to maintaining composure, keep emotions in check, controlling anger, and avoiding aggressive behaviour, even in difficult situations.

Please note

NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. NMISA's Human Capital Development programme, which this Internship forms part of, is focused on recruiting the following candidates in order of preference: Coloured, African & Indians.

Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications, certified academic record and certified ID.) when applying for the position email NMISA Human Resource at careers@nmisa.org. Only candidates with all supporting documents will be considered for the position. Clearly indicate which position you are applying for.

Closing date for applications: 17 January 2022

People with disabilities are encouraged to apply.

Correspondence will be limited to short-listed candidates only.

By applying for this position at NMISA, the applicant understands, consents and agrees that NMISA may solicit a credit and criminal report from a registered credit bureau and/or the SAP in relation to positions that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history.