VACANCY

Postbank
Your Bank

POSITION NUMBER	**: 60066143, 60067926, 60067927**
JOB TITLE	**: DESKTOP SUPPORT TECHNICIAN (2 X BLOEMFONTEIN) and (1 X PRETORIA)**
JOB GRADING	**: C5**
REPORTS TO	**: MANAGER SERVICE SUPPORT**
BUSINESS UNIT	**: INFORMATION TECHNOLOGY (IT)**
LOCATION	**: IT (PRETORIA)**
POSITION STATUS	**: CONTRACT**

Purpose of the Job

The person in this position will give all Postbank employees technical support and assistance with all their IT equipment and peripherals.

Job Responsibilities

- Desktop Support.
- Do remote desktop support.
- Be able to troubleshoot/assist users telephonically.
- Setup workstations and peripherals timeously for new and current staff.
- Implement timeous software updates.
- Assist in IT training support for users.
- Update helpdesk on completion of assigned task.
- Assist in roll out of some IT projects.

Minimum Requirements

Qualifications:

- Diploma in Information Technology or equivalent (NQF Level 6)
- MCSE/MCSA will be an added advantage

Experience:

- 12 Months desktop support experience
- Have experience of working in a Windows environment
- Understanding of network printers
- Understanding of Active Directory and Exchange
- TCP/IP including LAN/WAN Technologies

Knowledge and understanding of:

- Demonstrated knowledge, experience and expertise in the following:
  - Desktop support
  - Incident Management
  - Problem Management
  - Change Management
- Troubleshooting Technical knowledge with experience on helpdesk

- Knowledge of Microsoft applications

Skills

- Interpersonal
- Analytical
- Written and verbal Communication
- Time management
- Problem-solving

Attributes

- Professional
- Detail-oriented
- Self-motivated
- Positive attitude
- Enthusiastic
- Collaboration
- Flexibility
- Work under stress
- Resourceful
- Persistence
- Teamwork

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentNM@Postbank.co.za Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

21 July 2026

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, we encourage and welcome applications from diverse groups from the South African Employee active population. Correspondence will be limited to short-listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

POPIA provides that everyone has the right to privacy and it includes a right to protection against the unlawful collection, retention, dissemination and use of personal information. By applying for employment you consent to the processing of your personal information with Postbank. Your personal information and any attached text or documentation are retained by Postbank for a period in accordance with relevant data legislation.