



SOUTHERN AFRICA PGA TOUR

The Southern African PGA Tour is inviting applicants to apply for the role of IT Assistant.

If you are a deliverables orientated individual who pays attention to detail and has a strong passion for golf, this role will appeal to you. We are looking for a candidate who will work well within a team but be self-motivated and independent at times. To be considered for this position, Strong IT skills, PC literacy and MS Office skills are essential. A valid driver's license with your own transport is also critical as well as the flexibility to travel on a regular basis.

The deadline for submission of a complete CV and a written motivation must be received by 5pm on Friday 14 September 2018 addressed to Mr Willie Scheepers at; careers@sunshinetour.com

If you have not received a response within two weeks of deadline for submissions, please accept your application as being unsuccessful.

JOB DESCRIPTION
SOUTHERN AFRICA PGA TOUR (Sunshine Tour)

JOB TITLE: IT Assistant

REPORTS TO: IT Manager

SUBORDINATES: None

BRIEF DESCRIPTION OF POSITION:

Assist the IT Manager in any support and IT related tasks as required. Help Live Scoring Administrator manage delivery of live scoring solution at events.

BRIEF DESCRIPTION OF THE WORKING ENVIRONMENT

Work is performed primarily at golf events but also in an interior/office work environment.

KEY RESULT AREAS:

- Liaise with Live Scoring Administrator to ensure efficient delivery of live scoring using the current live scoring system
- Liaise with tournament co-ordinator to ensure effective pre-event preparations in terms of live scoring and IT requirements
- Liaise with IT Manager on quality control of equipment at the warehouse
- Provide support to staff
- Point of contact for quotes and repairs
- Source new suppliers and improvements of equipment and liaise with IT Manager

TYPICAL TASKS ASSOCIATED WITH SUCH KRA'S

- Ensure on-site setup and operation of the live scoring system
- Manage all critical success factors (on-site) related to the live scoring solution
- Manage company hardware and software resources at golf events and at the warehouse
- Train and assist volunteer scoring staff on-site
- Provide technical support to staff

INTERNAL/EXTERNAL CONTACT:

Internal: Chief Operating Officer
IT Manager
Live Scoring Administrator
Tournament Staff

External: Nomads score control volunteers

BUDGET: No

WORKING HOURS:

Normal working hours as referred to in the HR Handbook / Offer of employment

MINIMUM QUALIFICATIONS:

A diploma from a technical college in

N+

A+

Certificate in Information Systems (Engineering & Network Engineering)

or at least three years relevant work experience

MINIMUM EXPERIENCE REQUIRED:

6 months prior experience in IT support with demonstrated competence

SPECIFIC KNOWLEDGE REQUIRED:

- The game of golf and scoring
- Sound technical knowledge of networks, a basic understanding of the internet, routing and related protocols, terminology and troubleshooting methodology

SPECIFIC SKILLS REQUIRED:

- Intermediate support skills on Microsoft desktop operating systems
- Microsoft Office
- Skills in analysing information and compiling reports
- Organisational skills
- Communication skills
- Strong troubleshooting skills

REQUIRED ATTITUDES & VALUES:

- Willingness to travel extensively in South Africa
- Patience and a methodical approach
- Accuracy
- Ability to work under pressure
- Willingness to learn from others