



Vacancy

Dynamic Fluid Control (DFC), a local manufacturer of industrial valves, has a unique and diversified portfolio of products catering for the Mineral processing, Power generation, Agriculture and Industrial markets.

The following permanent position has become available at DFC:

POSITION: ERP and IT Support Intern (12 Months Contract) #DFC29072025
LOCATION: Head office is based in Benoni
REPORTING TO: Sage X3 System Administrator / IT Support Lead
JOB SUMMARY STATEMENT: The intern will assist in supporting ERP users and general IT operations. This includes problem-solving, basic system and network support, and ensuring efficient use of the ERP and IT systems within the organization.

KEY PERFORMANCE AREAS (DUTIES & RESPONSIBILITIES):

ERP System Support

- Assist users with ERP-related queries and issue resolution
- Support ERP data integrity and business process optimization

Technical IT Support

- Provide basic technical support to users
- Troubleshoot hardware, software, and network connectivity issues
- Log and escalate IT support tickets

User and Account Management

- Assist in user onboarding/offboarding.
- Support Active Directory tasks (e.g., password resets)

System Maintenance and Reporting

- Help configure and maintain workstations, printers, and peripherals
- Monitor system health and document incidents
- Contribute to support documentation and generate basic reports

Security and Compliance

- Assist in patching and software updates
- Ensure adherence to IT and data security policies

QUALIFICATIONS:

- Matric
- Currently pursuing or recently completed a Diploma or Bachelor's degree in any of the following:
- Information Technology
- Computer Science
- Informatics
- Accounting
- Industrial or Systems Engineering
- Other relevant technical fields

**Technical Skills**

- Strong computer skills, especially MS Excel (Advanced)
- Basic understanding of computer hardware, software, networking
- Familiarity with Windows OS, Office 365, and antivirus tools
- Exposure to Active Directory, ERP systems (e.g., Sage X3), and basic system administration is an advantage
- Understanding of basic accounting principles and data structures

Soft Skills

- Excellent communication and problem-solving abilities
- Strong customer service orientation
- Detail-oriented, proactive, and willing to learn
- Able to work independently and in a team

CLOSING DATE: 05 August 2025

Please note we have an e-recruitment system. Please kindly create a profile and register your CV on this link: recruitment@dfc.co.za

In line with our commitment to transformation, suitable qualified candidates from previously disadvantaged groups will be given preference.

While the company's recruitment policy stipulates that all positions will be advertised, provision is also made for appointments to be made in accordance with the company's succession planning strategy and practice when filling vacancies.