

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Mthashana TVET College)
(Letaba (TVET) College)
(Maluti TVET College)
(Orbit TVET College)
(Coastal KZN TVET)

OTHER POSTS

<u>POST 41/54</u>	:	<u>ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: MALUTITVET/ASD-SRS/CORP028/2022</u>
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Corporate Office (Bethlehem)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognized three (3) year National Diploma in Business Administration, Public Management/Administration or relevant qualification. A minimum of 5 years' experience in administration department. 3-5 years' experience at supervisory level. The added advantage of working in the Post Schooling Education and Training (PSET) sector. Recommendation: Knowledge of registry duties, practices as well as knowledge of capturing data and operate a computer. Unendorsed valid driver's license.
<u>DUTIES</u>	:	Manage the administration of the overall student registrations. Oversee the provision of student financial aid and bursary services support. Manage the administration of students learning materials. Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Mr GD Mokoena/Ms TP Mathipe Tel No: 058 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No faxed or emailed applications will be accepted.
<u>NOTE</u>	:	Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae (only). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts.
<u>CLOSING DATE</u>	:	18 November 2022 at 13:00
<u>POST 41/55</u>	:	<u>ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: MALUTITVET/ASD-CDI/CEN029/2022</u>
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Kwethlisong Campus/Central Office (Phuthadijhaba)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Grade 12/Standard 10 or NC(V) Level 4. 3-year Recognised Degree/Diploma qualification. A recognised professional teacher's qualification. Minimum of one year experience in coordinating occupational programmes. Minimum of at least one year in coordinating accreditation of occupational programmes. Minimum of five years' experience in curriculum. A

minimum of three years' experience at management level. Valid SACE Registration. Recommendation: Unendorsed Valid Driver's License. Credit-bearing Assessor certificate. Credit-bearing Moderator certificate. Demonstrating an understanding of and experience in implementing all learning programmes, particularly in trades and artisan development in a SETA environment. Knowledge and understanding of SETAs, NSDS, and legislation governing the implementation of artisan development programmes, particularly in trades and artisan development in a SETA environment. Knowledge of the Skills Development Act, 1998. Knowledge of Skills Development Levies Act (SDLA). Knowledge of the South African Qualification Authority (SAQA) Act, 1995. Knowledge of the Occupational Health and Safety Act (OHS). Computer literacy. Leadership, management, and project management skills. Good research, communication, report writing and presentation skills. Ability to work independently as well as in a team. Planning, organising, leading, and control skills.

DUTIES

: To facilitate: Occupational qualifications implementation. Occupational qualifications policy development and implementation. OHS compliance. PoE's format and Content. Types of machinery and equipment used. Tools handling in the workshop and storage. Floor demarcations and Workshop cubicles. Teaching and Learning Policy, Assessment, Certification and Appeals Policy. Learner support services, before, during and after the training intervention. Teaching & Learning Portfolios content aligned to QCTO. Identify new market trends to determine needs and opportunities. Formulate strategies to expand delivery of occupational programmes. Develop and review procedures and templates for the implementation of occupational learning programmes. Manage and facilitate registration of learning programmes. Registration of project facilitators, assessors, RPL practitioners and moderators with the respective authorities. Partnerships with industries. The quality assurance functions are performed following the set regulations. Facilitate the certification process for competent learners in accordance with relevant legislation and QCTO requirements. Provide curriculum improvement and implementation support for occupational programmes. Ensure accreditation of programmes offered and workshops through the relevant accreditation institutions. Ensure development and implementation of relevant policies. Keep abreast with the latest district, regional and national skill needs. Facilitate administrative management of projects (including certification of programmes on offer).

**ENQUIRIES
APPLICATIONS**

: Mr GD Mokoena/Ms TP Mathipe Tel No: 058 303 1732
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NOTE

: Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae (only). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts.

CLOSING DATE

: 18 November 2022 at 13:00

POST 41/56 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: MALUTITVET/ASD-MA/CORP030/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Corporate Office (Bethlehem)

REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Financial Management or related qualification. 3-5 years' experience in finance. At least 2 years supervisory experience. Computer literacy. Unendorsed Valid Driver's License. Recommendation: Knowledge of the Public Finance and Management Act (PFMA). Treasury regulations. Policy analysis/development. Knowledge of GRAP and IAS-IFRS and including any other related legislation. Good Written and verbal communication skills. Good problem-solving skills, research skills, Planning & Organising. Analytical skills, Report writing skills, Leadership skills, Presentation and Facilitation skills.

DUTIES : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management accounting functions.

ENQUIRIES : Mr GD Mokoena/Ms TP Mathipe Tel No: 058 303 1732
APPLICATIONS : All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No faxed or emailed applications will be accepted.

NOTE : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutivet.co.za (and be fully completed, dated, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae (only). Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts.

CLOSING DATE : 18 November 2022 at 13:00

POST 41/57 : **FACILITATOR – CENTRE OF SPECIALISATION - DIESEL MECHANIC TRADE REF NO: ORB16/2020**

Branch: Technical and Vocational Education and Training
Component: ORBIT TVET College
(Three (03) years fixed term contract)

SALARY : R382 245 per annum (Level 09), plus 37% in lieu of benefits
CENTRE : Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office

REQUIREMENTS : A recognised three (03) year Degree/Diploma in Diesel Mechanical Engineering. Passed trade test. Education, Training & Development Practice (ETDP) or related qualification would be advantageous. Registered Assessor and Moderator will be an added advantage. Knowledge of the Diesel Mechanic Industry. Analytical skills. Legislative and regulatory environment, including Occupational Health & Safety regulations and requirements, and experience in implementation of these. Planning and organizing skills including lesson planning skills. Verbal and written communication skills, including presentation or lecturing skills and report writing skills. Ability to assess apprentices in accordance with set requirements. Interpersonal skills. Three (3) to five (5)

years appropriate artisan experience as a Diesel Mechanic E.g. Subject Matter Expert with specific experience in the following areas: Differentials; Steering box; Wheel alignment; Air brakes; Battery; Engine fitting; Cylinder head; Injectors; Engine problem solving; Gearbox. 2 years or more training/workshop experience will be an added advantage. Computer literacy (Microsoft Office Suite). A valid driver's licence. Quality control and assurance.

DUTIES : Provide theoretical and practical training applicable to the Diesel trade, and according to predetermined curriculums and lesson frameworks. Assess and/or moderate theoretical and practical competencies of apprentices in the programme against pre-determined requirements. Ensure that training equipment, workshops and related resources are available and in working order, and conduct regular inventory control. Perform administrative and management functions, including preparing and submitting reports to relevant authorities, preparation of training registers, preparation and completion of apprentice files, and any other administration required by oversight bodies. Attend industry and training workshops, as well as any other prescribed training to ensure own continuous professional development. Ensure training environment and activities are compliant to all safety, health and environmental requirements. Plan delivery of the occupational qualification in such a way that the apprentices are prepared to complete and pass the relevant assessments and trade test. Manage scheduling of apprentices for theory and industry placement/practical components of programme.

ENQUIRIES : Ms. ML Mahuma or Ms. SL Senosi at Central Office Tel No: (014) 5975540 / (014) 597 5543

APPLICATIONS : Direct your application to: The HR Manager: ORBIT TVET College, Private Bag X 82096, Rustenburg, 0299 or hand deliver to Cnr Bosch & Fatima Bhayat Street, Rustenburg (Mon-Fri 07:30 – 16:00) or email to orb16@orbitcollege.co.za, quoting the post reference number on the subject.

NOTE : The application must include a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed curriculum vitae only. Certified copies of identity document, senior certificate and highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. Applications received after the closing date will NOT be accepted the filling of the post will be done in terms of Department approved Employment Equity Plan. ORBIT TVET College is committed to providing equal opportunities and practicing affirmative action employment. The College reserves the right not to make an appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). If you do not receive any response within eight weeks after closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense.

CLOSING DATE : 18 November 2022

POST 41/58 : **FACILITATOR – CENTRE FOR ENTREPRENEURSHIP TECHNICAL MANAGER REF NO: ORB06/2021**
Branch: Technical and Vocational Education and Training
Component: ORBIT TVET College

SALARY : R382 245 per annum (Level 09), plus 37% in lieu of benefits
Three (03) years fixed term contract

CENTRE : Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office

REQUIREMENTS : A recognised three (03) year Degree/Diploma in Mechanical Engineering. Three (03) to Five (5) years' experience in Mechanical Technical Management field, preferably in the Engineering Design and Manufacturing industry. Ability to work with engineering equipment such as Metal Fabrication, Furniture, CNC AND 3D Printing. An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations. Software Drawing (Solid works and CNC) will be an added

advantage. Ability to conduct practical training. Extensive knowledge of engineering equipment's, metal fabrication and furniture. Ability to facilitate Ability to handle quantitative and qualitative information, analyse and present it cogently and effectively as a basis for decision-making. Ability to handle pressure and meet deadlines. Good leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. Computer literacy (MS Word, MS Excel and PowerPoint). A valid driver's license.

DUTIES : Ensure optimum functioning of workshops: (Creative Makerspace and Automotive). Manage the processes of planning for, control, monitoring (on and off site). Manage the Health and Safety requirements within the Centre for Entrepreneurship/ Rapid incubator. Assist beneficiaries with design and production of their products. Manage and verify competencies of the beneficiaries of the Rapid Incubator. Actively participate as a team member of the Centre for Entrepreneurship / Rapid Incubator. Keep abreast of advances in technology and opportunities that pertain to the Rapid Incubator. Keep abreast of developments in respect of subject knowledge, technology, education and training and contribute to the professional development of subordinates by giving guidance and sharing knowledge, ideas and resources. Create an environment that is conducive to teaching and learning. Mentor and coach students. The incumbent must be client orientated, customer focused and be able to perform in a team environment.

ENQUIRIES : Ms. ML Mahuma or Ms. SL Senosi at Central Office Tel No: (014) 5975540 / (014) 597 5543

APPLICATIONS : Direct your application to: The HR Manager: ORBIT TVET College, Private Bag X 82096, Rustenburg, 0299 or hand deliver to Cnr Bosch & Fatima Bhayat Street, Rustenburg (Mon-Fri 07:30 – 16:00) or email to orb06@orbitcollege.co.za, quoting the post reference number on the subject.

NOTE : The application must include a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed curriculum vitae only. Certified copies of identity document, senior certificate and highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. Applications received after the closing date will NOT be accepted. The filling of the post will be done in terms of Department approved Employment Equity Plan. ORBIT TVET College is committed to providing equal opportunities and practicing affirmative action employment. The College reserves the right not to make an appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). If you do not receive any response within eight weeks after closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense.

CLOSING DATE : 18 November 2022

POST 41/59 : **HEAD OF ADMINISTRATION (X2 POSTS)**

SALARY CENTRE : R382 245 per annum (Level 09)
: KwaGqikazi Campus, Nongoma Ref No: MTC/10/2/2022
: Vryheid Campus, Vryheid Ref No: MTC/10/3/2022

REQUIREMENTS : An undergraduate qualification (NQF level 6) National Diploma/ Degree in Public Management/ Administration, Business Management/ Human Resource Management/ Management Assistant as recognised by SAQA. 3 – 5 years relevant experience in TVET Administration related to education / HRM / Finance and SCM or relevant environment. Knowledge of office administration. Knowledge of HRM. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of TVET/CET

Administration. Understanding of Higher Education sector. Understanding of corporate governance. Understanding of Cost centre budgetary, expenditure and cash flow management. Knowledge of Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Skills: planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values and attitudes: Client service focus, integrity, committed, proactive, loyal.

DUTIES

: Overseeing the academic and student administration support services. Overseeing student registration and examination administration process. Overseeing and coordinating human resource administration services. Overseeing and coordinating financial, asset and supply chain management services. Overseeing campus infrastructure, maintenance and fleet management services. Providing general administration support services and maintaining a proper filing system. Managing human, physical and financial resources.

ENQUIRIES

: Mr SC Hadebe/ Mr LV Khathi Tel No: 034 980 1010

APPLICATIONS

: Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X 9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college before the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100. Applications received after the closing date, or faxed and/or emailed applications, will not be considered.

NOTE

: Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.

CLOSING DATE

: 17 November 2022 at 15:00

POST 41/60

: **SENIOR INTERNAL AUDIT AND QUALITY MANAGEMENT OFFICER REF NO: CAO 02/2022**

SALARY

: R321 543 per annum (Level 08)

CENTRE

: Central Admin Office (Coastal KZN TVET College)

REQUIREMENTS

: Grade 12 certificate or equivalent. A recognised Degree or three-year National Diploma (NQF Level 6) in Internal Audit/ Accounting or equivalent/related qualification. A post graduate qualification in the relevant field/s will be an advantage. Minimum of 5 years' experience in Quality Management System/internal Auditing/Risk Management/ISO training and a minimum of 2 years' supervisory experience. Knowledge: Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of quality management practice following pieces of legislation: CET Act, ISO standards, Quality Management System etc. and internal auditor. Knowledge and understanding of Quality Management System reporting process and procedures. Skills: Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People

DUTIES

management. Values/attributes: Client service focus, Integrity, Committed, Proactive, loyal.

: Render Internal Audits services to the college. Action the developed internal audit scope, criteria, roles and responsibilities, audit schedule and relevant tools for future internal audits. Conduct internal audit Raise non-conformances and list recommendations. Generate audit reports. Submit audit reports to the Internal Auditor. Distribute final audit report to the Principal, Departmental Managers and Campus Managers, where appropriate, for further action. Raise non-conformances during the internal audit and inform all process owners to closeout all pending non-conformances before or on due date. Conduct customer satisfaction surveys for the college. Distribute Survey Questionnaires. Collect and Analyse data surveys. Compile survey report. Distribute survey report and discuss the way forward. Schedule and conduct management reviews for the college. Prepare needed data for management reviews. Distribute feedback to top management on the effectiveness of the quality management system and the need for improvement as per MR minutes. Remind process owners to execute the 'To Do List' recommendations to promote systematic continuous improvement. Use management reviews as an opportunity to improve service delivery. Assist in preparing and conducting SABS surveillance Audits/ Recertification Audits for the college. Prepare campuses and departments at central office for surveillance/ recertification audits. Apply recommendations made in the audit report to improve service delivery. Provide administrative duties and adhere to policies. Compile and submit reports on QMS to internal and external stakeholder. Maintain and update all databases for QMS interventions. Ensure proper use of all official resources in-line with departmental policies and prescripts. Ensure that all role players and managers are aware and understand regulatory compliance requirements. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.

**ENQUIRIES
APPLICATIONS**

: RK Ramdev Tel No: 031 905 7000
: Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

NOTE

: Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

CLOSING DATE

: 17 November 2022

<u>POST 41/61</u>	:	<u>SENIOR RISK, FRAUD, ETHICS AND INTEGRITY MANAGEMENT OFFICER REF NO: CAO 03/2022</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08) Central Admin Office (Coastal KZN TVET College) Grade 12 or equivalent qualification. A recognised Degree or National Diploma (NQF Level 6) in Risk Management/ Internal Audit or equivalent qualification related qualification. Minimum of 5 years' experience in Risk Management or Internal Audit or related field and a minimum of 2 years' supervisory experience. Knowledge: Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management. Values/attributes: Client service focus, Integrity, Committed, Proactive, loyal.
<u>DUTIES</u>	:	Facilitate the provision of risk management services. Identify risks at the College. Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. Provide Risk Management Report to College management and Risk Management Committee on quarterly bases. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Facilitate the provision of fraud and anticorruption services. Facilitate the development and maintenance of internal anti-corruption system. Facilitate the Fraud/ Corruption risk assessments. Conduct investigations on allegations of corruption. Facilitate the provision of ethics and integrity management services. Facilitate the promotion of the implementation of code of conduct e.g. remunerative work & gift register. Facilitate the promotion of financial disclosure system. Facilitate risk, fraud, ethics and integrity management awareness and trainings. Facilitate training, workshops and awareness on risk, fraud, ethics and integrity management. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	RK Ramdev Tel No: 031 905 7000 Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)
<u>NOTE</u>	:	Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not

been invited for an interview within 60 days of the closing date should consider their application unsuccessful
17 November 2022

CLOSING DATE

POST 41/62

SENIOR HUMAN RESOURCE PRACTITIONER REF NO: CAO 04/2022

SALARY

R321 543 per annum (Level 08)

CENTRE

Central Admin Office: (Coastal KZN TVET College)

REQUIREMENTS

Recognized Degree or three (3) year National Diploma in Human Resource Management/Development or relevant qualification (NQF level 6). Relevant PERSAL Certificates. Minimum of 5 years' experience in Human Resource Management and a minimum of 2 years' supervisory experience. Knowledge and understanding of the application of Public Legislative Framework (PSA, PFMA, PSR, BCEA, LRA, EEA etc.), Extensive knowledge and understanding of Human Resource Management policies, prescripts and practices, understanding and utilisation of PERSAL and archive. Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet). Must have a valid driver's license. Added Advantage: Knowledge of HR Information Systems e.g. Coltech, ITS, etc. Flexibility. Sound Interpersonal Relations. Accuracy. Aptitude for figures.

DUTIES

Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc. Ensure overall supervision and proper implementation of termination of services. Ensure overall supervision and proper implementation of Recruitment and Selection in line with the Departmental policy and delegations. (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, Probation periods etc.). Provide overall supervision and technical guidance on the development of Job Descriptions and ensure that all officials have signed job descriptions. Drafting / preparation of HR reports, circulars, memorandums / submissions. Ensure overall supervision and proper implementation of staff / personnel records. Supervise human, physical, financial and other resources. Ability to perform routine tasks. Ability to operate office equipment. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.

ENQUIRIES

RK Ramdev Tel No: 031 905 7000

APPLICATIONS

Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

NOTE

Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a

skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

CLOSING DATE

: 17 November 2022

POST 41/63

: **SENIOR LABOUR RELATIONS OFFICER REF NO: CAO 05/2022**

SALARY

: R321 543 per annum (Level 08)

CENTRE

: Central Admin Office (Coastal KZN TVET College)

REQUIREMENTS

: Grade 12 certificate or equivalent. A recognized Degree or three- year (3) National Diploma (NQF level 6) in Labour Relations, Employment Relations /Human Resource Management or equivalent qualification. A post graduate qualification in the relevant field/s will be an advantage. Minimum of 5 years' Labour Relations experience (Public Service environment experience will be an advantage) and a minimum of 2 years' supervisory experience. Possession of Driver's License will be an advantage. Possession of PERSAL Certificate is advantageous. Knowledge: Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Public Services legislations and policies related to Human Resource Management (HRM). Knowledge of implementing PSCBC and GPSSBC resolutions. Knowledge and understanding of bargaining process, grievance and dispute resolutions process. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET Administration.

DUTIES

: Ensure promotion of sound Labour Relations in the college. Providing advice on Labour relations matters. Participate and provide inputs in the development and implementation of Labour relations policies and manuals. Assist in conducting workshops on Labour matters. Administer and investigate grievances and disputes cases in the college. Receive and acknowledge grievances and disputes. Follow proper procedure when handling grievance and dispute. Compile investigation reports. Summon witnesses involved in the grievance. Communicate the findings of the investigation to the aggrieved. Draft submissions to request a mandate from the senior management to defend or settle a dispute declared against the college. Represent the employer during conciliation and arbitration. Administer and investigate misconduct cases in the College. Investigate and scrutinize reports if there are any allegations of misconduct. Formulate charges and serve a notice of disciplinary hearing. Represent the Department in the disciplinary hearing. Communicate the outcome of the disciplinary hearing to the alleged employee. Arrange logistics regarding the disciplinary hearing. Participate in collective bargaining Forum activities. Check all dispute referrals and advice management on them and verify whether the bargaining council has jurisdiction on the matter. Arrange bilateral and multilateral meetings. Draft minutes for bilateral and multilateral meetings. Prepare documents for employer's caucus and action list for chamber meeting. Gather inputs from human resource and senior management on aspects such as salaries, benefits, pension and work rules and practices. Maintaining of stakeholder relations between the employer and the employee. Liaise with internal external stakeholders and representing the college regarding Labour relations matters. Issue correspondence related to Labour relations activities such as notice of disciplinary hearing. Collaborate with internal and external stakeholders to ensure compliance with policies. Form part of negotiations and consultation with trade unions or organized Labour. Prepare facilitation with the counsellor in promoting sound labour relations, equity and diversity. Update and Maintain database on grievances, disputes, misconducts and appeals. Draft and issue statistical information relating to code of conduct and update database. Update grievance and disputes statistics, report to management and the Head Office. Capturing of cases on Labour Relations cases on PERSAL system for reporting purposes. Monitoring, managing and reporting of Industrial action/ strike. Management of resources of the Labour Relations Unit in the College. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.

ENQUIRIES

: RK Ramdev Tel No: 031 905 7000

APPLICATIONS

: Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or

hand deliver to 50051 Mfundi Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

NOTE

: Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

CLOSING DATE

: 17 November 2022

POST 41/64

: **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: CAO 06/2022**

SALARY CENTRE REQUIREMENTS

: R321 543 per annum (Level 08)
: Central Admin Office (Coastal KZN TVET College)
: Matric certificate or equivalent recognized Degree or three (3) years National Diploma in Accounting / Financial Management or equivalent qualification (NQF level 6). Minimum of 5 years' experience in the financial management environment and a minimum of 2 years' supervisory experience. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, PPPFA, PSA, Financial Manual) Knowledge of financial operating systems (PERSAL, COLTECH, SAGE, ITS, etc.) Computer skills. Planning and organizing skills. Good verbal and written communication. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment. Flexibility. Interpersonal Relations. Accuracy. Client service focus. Integrity Committed, Proactive and Loyal.

DUTIES

: Ensure supervision and provision of salary administration services (Payroll). Ensure supervision and provision of expenditure and general payments services. Ensure supervision of cash and revenue management services. Ensure supervision and provision of asset liability and debt management. Supervision and provision of bookkeeping and financial accounting services. Supervise human, physical and financial resources. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.

ENQUIRIES APPLICATIONS

: RK Ramdev Tel No: 031 905 7000
: Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or

hand deliver to 50051 Mfundi Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

NOTE

: Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

CLOSING DATE

: 17 November 2022

POST 41/65

: **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: CAO 07/2022**

SALARY CENTRE REQUIREMENTS

: R321 543 per annum (Level 08)
: Central Admin Office (Coastal KZN TVET College)
: Relevant Degree / National Diploma in Financial Management related field with Cost and Management Accounting as a major subject. Minimum of 5 years' relevant experience in budgeting or similar environment and a minimum of 2 years' supervisory experience. Computer literate. Valid driver's license. Competencies and Attributes: Good knowledge of public finance management act, treasury regulations, report writing, problem solving skills, interpersonal relations, policy implementation, conflict resolution, communication skills, typing skills. Sound knowledge of BAS and the budgeting process. Integrity and honest, friendly and adaptability, confident, self-disciple. Ability to work under pressure and punctuality. Excellent verbal and written communication skills.

DUTIES

: Supervision and coordination of the annual budgeting process. Perform monthly budgetary and expenditure analysis. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Coordination of budget adjustments process. Monitoring of expenditure trends and reconciliation against budget and cash flow projections. Coordinate, review, analyse and quality assure the management accounting reporting processes. Supervise human, physical and financial resources. Render programmes financial planning. Support and compilation of financial and non-financial related reports. Assist with the updating and compilation of MTEF and ENE budgets. Assist with the updating and consolidation of annual spending plan. Render budget committee secretariat functions. Assist with the development, implantation and maintenance of budget planning policies procedures. Render administrative and financial support within the division including the compilation of the division's budget and spending plan. Verification and management of assets in the division. Execute responsibilities of officials as stipulated in section

45 of the PFMA. Management of resources. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.

**ENQUIRIES
APPLICATIONS**

: RK Ramdev Tel No: 031 905 7000
: Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundi Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

NOTE

: Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

CLOSING DATE

: 17 November 2022

POST 41/66

: **SENIOR PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT &
ASSET MANAGEMENT REF NO: CAO 08/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R321 543 per annum (Level 08)
: Central Admin Office: (Coastal KZN TVET College)
: Grade 12 certificate or equivalent. A recognised Degree or three-year (3) National Diploma / Degree in Supply Chain Management/ Logistics/Public Management (NQF level 6) equivalent/related qualification. Knowledge of BAS, LOGIS and MIS will be added advantage. A post graduate qualification in the relevant field/s will be an advantage. Minimum of 5 years' relevant experience in the Supply Chain Management environment and a minimum of 2 years' supervisory experience. Knowledge: Knowledge of BAS/LOGIS system. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of Assets Management. Knowledge of Supply Chain Policies. Knowledge of Department of Higher Education mandate. Skills: Planning and organizing. Communication (Good verbal and written). Computer Literacy. Flexibility. Customer care services. Report writing. Flexibility. Teamwork. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal. Extensive knowledge about Internal Audit Environment. Knowledge of ISO accreditation.

DUTIES

: Render a bidding administration function for the College Bid Committees. Administer the procurement of goods and services through effective and efficient demand management services. Provide an effective Contract Management service to the College. Administer logistical and disposal services. Ensure the provision of asset management service to the College. Management of human, financial and other resources of the unit. Render staff

supervision / management. Ensure completion of performance agreements by all employees in the unit. Train and monitor staff performance within the SCM Unit.

**ENQUIRIES
APPLICATIONS**

: RK Ramdev Tel No: 031 905 7000
: Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundi Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

NOTE

: Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

CLOSING DATE

: 17 November 2022

POST 41/67

: **SENIOR REGISTRATION OFFICER: REGISTRATIONS REF NO: CAO 09/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R321 543 per annum (Level 08)
: Central Admin Office (Coastal KZN TVET College)
: An appropriate Degree or National Diploma in Business Administration /Public Management/Administration (NQF level 6). Minimum of 5 years' relevant experience in the college environment and a minimum of 2 years' supervisory experience. A valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Knowledge of the Public TVET and Higher Education sector and regulatory and legislative framework. Knowledge and understanding of the COLTECH system, TVETMIS and ITS system. Knowledge of the registration processes. Knowledge of the following Acts: Public Service, Public Regulations, Labour Relations, PSET and CET. Advanced Computer Literacy skills with packages such as Microsoft Excel, Power Point, MS Word, Group Wise, Internet etc. Ability to work under pressure and independently. Willingness to occasionally work after hours when needed.

DUTIES

: Ensure the overall supervision and coordination of student registration at all campuses. Supervision and coordination of career counselling and career exhibition services. Supervision and coordination of guidance and testing of students, with regard to choice of and placement within programmes at all campuses. Supervision and maintenance of database of students enrolled within programmes at all campuses. Supervision and administration of learning materials. Supervision and coordination of registration records. Supervision of

human, physical and financial resources. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.

**ENQUIRIES
APPLICATIONS**

: RK Ramdev Tel No: 031 905 7000
: Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundi Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

NOTE

: Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

CLOSING DATE

: 17 November 2022

POST 41/68

: **SENIOR BURSARY OFFICER REF NO: CAO 10/2022**

**SALARY
CENTRE
REQUIREMENTS**

: R321 543 per annum (Level 08)
: Central Admin Office: (Coastal KZN TVET College)
: Matric certificate or equivalent Recognized Degree or three (3) year National Diploma in Financial Management/Accounting (NQF level 6). Minimum of 5 years' experience in bursary /financial aid services and a minimum of 2 years' supervisory experience. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, PPPFA, Financial Manual). Knowledge of financial operating systems (Coltech, ITS, etc.) Computer skills. Planning and organizing. Good verbal and written communication Basic numeracy skills.

DUTIES

: Supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. Supervision and administration of bursary and financial aid schemes application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Supervision and authorization of disbursement of funds. Ensure overall supervision and facilitation of other financial aid schemes i.e. WRSETA, HWSETA etc. Supervision, monitoring, evaluation and maintenance of database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Consolidation of reports on all bursary and financial aid allocations for the entire college. Supervise human, physical and financial resources. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.

ENQUIRIES

: RK Ramdev Tel No: 031 905 7000

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)
- NOTE** : Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful
- CLOSING DATE** : 17 November 2022
- POST 41/69** : **QUALITY ASSURANCE OFFICER REF NO: LET 12/10/2022**
Permanent
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Central Office
- REQUIREMENTS** : A recognized three years National Diploma/Bachelors' Degree majoring in Statistics or Auditing. At least three years working experience in Auditing or Quality Assurance or related field. A qualification in Project Management will be an added advantage. Knowledge of IS09001 code. Be able to use Microsoft packages. Good Verbal and written communication skill. Ability to work individually and in a team. Ability to work under pressure. Analytical, planning and organizing skills. Thorough understanding of Batho-Pele Principles. Computer literacy certificate/Computer as a subject. Valid driver's license.
- DUTIES** : Preparation of all the quality system documents. Coordinating all Quality Assurance/Quality Control activities. Ensuring the quality of accounting records, management, Council and DHET reports. Ensuring that all policies are reviewed and meets the required standard. Assisting the College with the coordination of audit information and recommends appropriate data gathering mechanism and procedures. Reviewing testing, quality control and other testing report for accuracy, completeness and compliance meet requirements to ensure that quality assurance standard and regulatory requirements are met. Coordinate the activities in line with the development of Strategic, Annual and Operational Plans. Support the Audit and Risk Committee with administrative functions including different projects activities in the College. Review of College record management systems to ensure easy retrieval of documents. Work with the outsourced Internal Auditors on the approved coverage plan activities. Quality controlling of all payments by the College. Compile quality assurance reports to all levels of College Management. Ensure College compliance regarding various matters. Reviewing the adequacy of the internal control and compliance matters to ensure that there is no infringement by the College.

ENQUIRIES APPLICATIONS : Mr P Mokhonazi /Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
: Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag x 4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

NOTE : Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

CLOSING DATE 14 November 2022 at 16:00

POST 41/70 : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: MTC/10/4/2022)**

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Central Office, Vryheid
: Recognized National Diploma/ Degree in Human Resource Management / Development (NQF level 6) or equivalent qualification. Relevant PERSAL Certificates will be an added advantage. A Certificate in facilitation/Assessor/Moderator will be an added advantage. 2 – 3 years relevant experience in Human Resource Development environment. TVET experience will be an added advantage. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR, etc.). Knowledge and understanding of coordination and facilitation of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Skills: Coordination and facilitation of training programmes, planning and organising, good verbal and written communication, computer literacy, flexibility, customer care services, report writing, flexibility, teamwork.

DUTIES : Ensuring overall supervision and that training and development programmes plan is developed and implemented. Ensuring overall supervision and that the work Skills Plan is developed, approved, submitted to ETDP SETA and implemented. Ensuring overall supervision and proper implementation of awarding bursaries in line with the departmental policy. Ensuring overall supervision and implementation of Internship and Learnership programmes in line with the departmental policy. Ensuring overall supervision and monitoring the implementation of Performance Management Development System, Integrated Quality Management System and conducting training to college officials. Ensuring overall supervision and providing technical guidance on the development of Job Descriptions and ensuring that all officials have signed job descriptions. Ensuring overall supervision and that the College Employment Equity Plan and HR Plan are developed, reviewed, submitted to Head Office and implemented. Supervising human, physical, financial and other resources.

ENQUIRIES APPLICATIONS : Mr SC Hadebe / Mr LV Khathi Tel No: (034) 980 1010
: Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag

X 9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college before the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.

NOTE

: Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.

CLOSING DATE

: 17 November 2022 at 15:00

POST 41/71

: **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: MTC/10/5/2022**

SALARY

: R321 543 per annum (Level 08)

CENTRE

: Central Office, Vryheid

REQUIREMENTS

: Recognised three (3) year National Diploma / Degree in Accounting / Financial Management / Business Management or equivalent qualification (NQF level 6), 2 - 3 years' experience in the financial management environment. TVET experience will be an added advantage. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/financial transactions. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE, etc.). Skills: Computer skills, planning and organising, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy. Values/attributes: Client service focus, integrity, committed, proactive, loyal.

DUTIES

: Ensuring overall supervision and coordination of the annual budgeting process. Ensuring overall supervision and performing monthly budgetary and expenditure analysis. Ensuring overall supervision, analysing and interpreting the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommended corrective action where required. Ensuring overall supervision and coordination of budget adjustments process. Ensuring overall supervision and monitoring expenditure trends and reconciliation against budget and cash flow projections. Ensuring overall supervision, coordinating, reviewing, analysing and quality assuring the management accounting reporting processes. Supervising human, physical and financial resources.

ENQUIRIES

: Mr SC Hadebe/ Mr LV Khathi Tel No: (034) 980 1010

APPLICATIONS

: Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X 9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college before the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications

		received after the closing date, or faxed and/or emailed applications, will not be considered.
<u>NOTE</u>	:	Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	17 November 2022 at 15:00
<u>POST 41/72</u>	:	<u>SENIOR FINANCIAL AID (BURSARY) OFFICER REF NO: MTC/10/6/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Central Office, Vryheid
<u>REQUIREMENTS</u>	:	Recognised three (3) year National Diploma/ Degree in Financial Management/Accounting/Business Management/Management Assistant (NQF level 6) or equivalent qualification. 2 – 3 years' experience in bursary / financial aid services. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA Financial Manual). Knowledge of basic financial operating systems (ITS etc.). Skills: Computer skills, planning and organising, language, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy, aptitudes of figures.
<u>DUTIES</u>	:	Ensuring overall supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. Ensuring the overall supervision and administration of bursary and financial aid schemes application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensuring overall supervision and authorisation of disbursement of funds. Ensuring overall supervision and facilitation of other financial aid schemes i.e. WRSETA, HWSETA etc. Ensuring overall supervision, monitoring, evaluation and maintenance of database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Ensuring overall supervision and consolidating reports on all bursary and financial aid allocations for the entire college. Supervising human, physical and financial resources.
<u>ENQUIRIES</u>	:	Mr SC Hadebe/ Mr LV Khathi Tel No: (034) 980 1010
<u>APPLICATIONS</u>	:	Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X 9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college before the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.
<u>NOTE</u>	:	Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted

candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.

- CLOSING DATE** : 17 November 2022 at 15:00
- POST 41/73** : **FACILITIES OFFICER REF NO: CAO 11/2022**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Central Admin Office (Coastal KZN TVET College)
- REQUIREMENTS** : Recognised Degree or three-year National Diploma (NQF 6) /Degree in Facilities Management / Real Estate / Construction Management or equivalent qualification. Minimum of 3 years' experience in facilities administration environment or related field. Knowledge of the following: property evaluation administration, facilities maintenance management, leadership and strategy in facilities management, policies and procedures in facilities management, maintenance life cycle and budgeting. Tendering and contract management, Health and Safety compliance, project management, and facilities technology systems and processes for business continuity. A valid driver's license.
- DUTIES** : Ensure effective and efficient services on the management of buildings including residences; Assist in discipline compliance of all residence students and residence staff. Coordinate and verify maintenance plans for buildings. Supervise projects undertaken by internal employees as well as contractors. Ensure the effective implementation of maintenance plans in line with the college policy guidelines. Ensure provision of Health and Safety compliance during construction. Supervise / Manage the General Assistants. Ensure sound maintenance of grounds and buildings. Ensure the cleanliness of facilities. Ensure effective utilisation of machinery, tools and equipment. Ensure effective utilisation of transport / fleet services. Assist in the implementation of policy regarding transport services. Management of human, physical and financial resources. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.
- ENQUIRIES** : RK Ramdev Tel No: 031 905 7000
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)
- NOTE** : Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not

been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
17 November 2022

CLOSING DATE

POST 41/74

PERSONAL ASSISTANT TO THE PRINCIPAL REF NO: CAO 12/2022

SALARY

R261 372 per annum (Level 07)

CENTRE

Central Admin Office (Coastal KZN TVET College)

REQUIREMENTS

National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognized Degree or National Diploma in secretarial or relevant qualification. Minimum of 3 years' experience in clerical/administrative environment. Experience in rendering a support service to senior management. Recommendation: Unendorsed Valid Driver's License. Computer Literacy (MS Word, MS Power Point, MS Excel) Knowledge: Knowledge of relevant legislation, prescripts, policies and procedures. Basic knowledge of Financial Management. Record management of documents. Skills: Good telephone etiquette. Sound organizational skills. Good people skills. High level of reliability. Written and verbal communication skills. Ability to act with tact and discretion. Ability to do research, analyse documents and situations. Planning and organizing. Maintain Confidentiality.

DUTIES

Provide a secretarial/receptionist support services to the Principal. Performs advanced typing work. Operate and ensure that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Compiles realistic schedules of appointments. Render administrative support services. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Principal. Handle the procurement of standard items like stationery, refreshments for the activities of the manager and unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Coordinate logistical arrangements for meetings when required. Provide support to Principal regarding meetings. Support the Principal with the administration of the Principal's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Principal.

ENQUIRIES

RK Ramdev Tel No: 031 905 7000

APPLICATIONS

Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

NOTE

Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not

to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 17 November 2022
- POST 41/75** : **FINANCIAL AID (BURSARY) OFFICER REF NO: CAO 13/2022**
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Central Admin Office: (Coastal KZN TVET College)
REQUIREMENTS : Grade 12 or equivalent, Recognized Degree or three (3) year National Diploma in Financial Management/Accounting (NQF level 6). Minimum of 3 years' experience in bursary / financial aid services. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS etc.). Must have a valid driver's license.
- DUTIES** : Conduct NSFAS online applications. Capture application on the system. Attend to student queries. Organise and / contract the filing system as required. Assist with the coordination of bursary application processes. Assist with coordinating and monitoring of financial aid processes. Assist with analysing the NSFAS provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress.
- ENQUIRIES** : RK Ramdev Tel No: 031 905 7000
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)
- NOTE** : Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
- CLOSING DATE** : 17 November 2022

- POST 41/76** : **PROVISIONING OFFICER (ASSETS OFFICER) REF NO: CAO 14/2022**
Section: Supply Chain and Asset Management
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Central Admin Office: (Coastal KZN TVET College)
REQUIREMENTS : Matric Certificate or equivalent Recognized Degree or National Diploma in Supply Chain Management/ Logistics/Public Management (NQF level 6) or equivalent qualification. Minimum of 3 years' experience in asset/supply chain management / logistics services / public management or relevant experience Knowledge of BAS/LOGIS system. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of Assets Management. Knowledge of Supply Chain Policies. Knowledge of Department of Higher Education mandate. Planning and organizing. Good Communication (verbal and written). Computer Literacy. Customer care services. Report writing, Flexibility, Teamwork.
- DUTIES** : Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers (IT and Furniture register). Monitor and review the allocation of assets to asset holders. Review the monitoring of assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Administer asset management services. Undertake logistical support services. Assist with managing of all asset movement within the College. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.
- ENQUIRIES** : RK Ramdev Tel No: 031 905 7000
APPLICATIONS : Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)
- NOTE** : Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful
- CLOSING DATE** : 17 November 2022
- POST 41/77** : **PROVISIONING OFFICER (SCM) REF NO: CAO 15/2022**
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Central Admin Office: (Coastal KZN TVET College)

<u>REQUIREMENTS</u>	:	A recognized bachelor's degree or equivalent qualification at NQF level 6 in Supply Chain Management; Accounting, Public Management, or related fields; Minimum of 3 years' experience in Supply Chain Management, Sound knowledge of Supply Chain Management. Sound knowledge of Supply Chain Management legislations such as PFMA, Treasury Regulations, PPPFA, B-BBEE, Practice notes, Circulars and SCM delegations, computer literate in Office packages (MS Word, Excel, Outlook and PowerPoint), excellent numeric skills, verbal and written communication skills. Be able to meet tight deadlines and be team oriented. A valid driver's license is essential.
<u>DUTIES</u>	:	Render Contract Management services within the college. Implement and maintain sound SCM practices with regard to demand and acquisition processes, promote effective SCM by ensuring that procurement policies, guidelines and procedures are adhered to. Ensure consistent and effective application of supply chain management practices. Perform expenditure analysis with respect to goods and services procured. Consolidate the end user's procurement plans into the overall procurement plan for the college. Provide bid administration services. Provide secretarial support and adviser to Bid Evaluation Committee. Supervise, train and monitor staff performance within the SCM Unit. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.
<u>ENQUIRIES</u>	:	RK Ramdev Tel No: 031 905 7000
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)
<u>NOTE</u>	:	Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
<u>CLOSING DATE</u>	:	17 November 2022
<u>POST 41/78</u>	:	<u>ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: CA016/2022</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Central Admin Office: (Coastal KZN TVET College)
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent. A recognised degree or three-year (3) diploma / degree in Safety and Security Management qualification or equivalent. A post-graduate qualification will be an added advantage. Minimum of 3 years' relevant experience in clerical/administrative environment as a

security officer. A valid driver's license. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system. Knowledge of the access control procedures, building patrols, overseeing security registers and key controls. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Skills: Reading, Writing, Language, operating equipment, People management, Office management and administration, Analytical, Computer literacy, Problem-solving, Planning and organizing, Ability to work under pressure, Adaptive, Confidentiality, Integrity, Disciplined. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal. Honesty.

DUTIES

: Monitor and ensure that the access control functions are properly performed. Ensure safety in the building and the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Monitor that all incidents are recorded in the occurrence books/ registers. Render administrative support in the security of buildings and residences. Provide administrative support on safety and security services. Provide administrative support in the effective and efficient management of college buildings student residences. Write and submit security reports related to security matters. Ensure maintenance of safety, law and order in your area of jurisdiction. Monitor security staff and college sites by conducting random patrolling with security personnel. Assign work areas for officers to patrol. Ensure maximum protection to the people and property. Ensure monitoring of suspicious persons, vandalism or hazards. Respond to alarms and distress calls and write reports. Ensure all security systems, like the burglar alarms and CCTV are working properly, Ensure effective and efficient supply and utilization of security tools and equipment. Management of human, physical and financial resources.

ENQUIRIES

: RK Ramdev Tel No: 031 905 7000

APPLICATIONS

: Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

NOTE

: Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae only. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE

: 17 November 2022

<u>POST 41/79</u>	:	<u>EXAMINATION OFFICER (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R261 372 per annum (Level 07) Coastal KZN TVET College: Appelsbosch Campus Ref No: APP 05/2022 Umlazi V Campus Ref No: UMLV 08/2022 Umlazi Bb Campus Ref No: UMLBB 06/2022 Umbumbulu Campus Ref No: BULU 05/2022
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus a recognized Degree or National Diploma (NQF 6) in Education / Administration or equivalent qualification. Minimum of 3 years' in the examination services / Teaching and Learning environment / related field. Knowledge of White Paper on PSET Act. Knowledge of practice notes, national policy frameworks relevant to Education, Training and Development, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge and understanding of COLTECH system, TVETMIS, and ITS systems.
<u>DUTIES</u>	:	Coordinate internal and external examination assessment. Check exam venues (seating plan, direction to exam venue, instruction to student and other related duties as per exam manual). Apply concessions for students with disabilities prior examination sitting. Monitor examination processes and procedures. Monitor campus exam centre for trimester or semester or year examination cycle. Ensure if invigilator and student comply with examination policy and regulations. Safe keep of question papers and distribute accordingly. Implement the internal Assessment (ICASS/ISAT) Monitoring and Verification tool. Implement College Examination Policy and Terms of References (TOR) for Examination related committee. Submit examination data to DHET. Arrange meetings before and after exams to discuss irregularity experience and assist in developing strategies. Coordinate the training of Invigilators, Markers and Data Capturers. Prepare logistical arrangement for training (materials, equipment, transport, refreshment and venue). Set up internal marking plan and set up internal marking centres. Prepare Invigilator agreement contracts and signing thereof. Assist with the coordination of the appointment of Chief Invigilators and Examination Officers. Coordinate the establishment of the Irregularity Committee. Coordinate activities for the development of learning material. Assist with the establishment of the Examination and Irregularity Committee. Serve as Secretariat and draft reports of the Committee. Coordinate the control and issuing of the certificates. Issue certificate, application form and quality assurance on submitted data. Process and submit all Diploma applications, keep record and handle enquiries. Track outstanding certificate applications (Statement of results, Diploma, NCV Certificates). Distribute certificates to the students. Provide administration support to the central examination unit. Communicate exam time tables to the students. Distribute examination results, year mark etc. to the campus managers. Report the clashing of exams dates. Manage all human, financial and other resources in the unit. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	RK Ramdev Tel No: 031 905 7000 Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)
<u>NOTE</u>	:	Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be

accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 17 November 2022
- POST 41/80** : **IT TECHNICIAN: INFORMATION TECHNOLOGY AND COMMUNICATION (X4 POSTS)**
- SALARY CENTRE** : R261 372 per annum (Level 07)
 : Coastal KZN TVET College:
 Appelsbosch Campus Ref No: APP 06/2022
 AS-Salaam Campus Ref No: ASALA 04/2022
 Durban Campus Ref No: DBN 08/2022
 Umbumbulu Campus Ref No: BULU 06/2022
- REQUIREMENTS** : An appropriate Degree or National Diploma in Information Technology (IT)/ Computer Science or equivalent. Minimum of 3 years' experience in an IT environment. Software and hardware support (Windows Microsoft). Valid Driver's license. Added Advantage: A+, ITIL v3 Foundation. Recommendations: IT Hardware and Software Understanding of Desktop, Networking and Voice Communication infrastructure. Program Installations. Understanding of IT Help Desk operation. Full comprehension of IT first and second line of IT support. Effective customer relations. BAS (Desktop), PERSA (Desktop), COLTECH (Desktop), ITS, Vulindlela MIS Systems and any related Systems (Desktop).
- DUTIES** : Assist in management of Service Desk and Desktop support function services. Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Implementation of IT services Desk policies. Perform backups on information and anti-virus support and offsite storage. Perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Install, maintain, support telephone system and network. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Provide telephonic support. Prove network cabling. Perform PC installations and software installation. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones Configuring mainframe applications (BAS, LOGIS & PERSAL). Troubleshooting of all issues reported. Rendering of IT information management services: Plan, develop and improve computer-based information systems. Maintain information management systems such as database to ensure integrity and security of data. Gather and analyse users' issues in ICT and provide solutions. Provide assistance on ICT related project activities.
- ENQUIRIES APPLICATIONS** : RK Ramdev Tel No: 031 905 7000
 : Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundi Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)
- NOTE** : Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae only. Applicants

are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 17 November 2022
- POST 41/81** : **SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY MANAGEMENT OFFICER (SHERQ) OFFICER (X2 POSTS)**
- SALARY CENTRE** : R261 372 per annum (Level 07)
Swinton Campus Ref. No. SWIN 10/2022
Umlazi V Campus Ref. No. UMLV 09/2022
- REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognized Degree or three-year National Diploma (NQF 6) in Building Management/Safety Management/ Construction Management or related qualification. Minimum of 3 years' experience in Facilities Management, SHERQ and OHS environment. Relevant OHS certificate. Added advantage: Fire Marshall Certificate, First aid certificate. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations. Knowledge of COIDA. Knowledge of incident reporting processes and procedures. Skills: Operating of fire extinguisher; Marketing research skills; Internet usage skills; Planning and organizing; Financial management; Report writing; Communication and interpersonal skills; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management. Values / Attributes: Client service focus; Integrity; Committed; Proactive; loyal.
- DUTIES** : Provide assistance in the coordination, implementation and monitoring of compliance on SHERQ programmes: Participate and provide inputs in research, development and constantly review the Occupational Health and Safety (OHS) policy, procedures and standards. Participate in the development of action plans and programs to implement the OHS Program. Assist and participate in the reviewing and monitoring compliance with OHS policy. Determine strategic objectives and work priorities for a continuous improvement of SHERQ management programs. Advise line management and support with the implementation of new and or, existing SHERQ-related legislation, rules and standards on health and safety awareness and inspections. Assist in conducting occupational health and safety-related surveys e.g. lighting, ventilation etc. and make recommendations on control measures to be applied. Assist with the establishment of an OHS committee: Participate in monthly meeting when required to report on relevant health and safety matters. Arrange the OHS committee meetings on a regular basis and ensure effective deliberations on OHS matters and implementation of all action plans thereof. Participate in the investigation of complaints relating to

employee's health and safety matters. Draft report on all OHS committee functions, resolutions and action plans to appropriate authorities. Assist in coordinating of OHS-related training and continuous educational programmes: Provide continuous OHS awareness and educational programs to all staff members. Constantly monitor and evaluate OHS-knowledge, skills and compliance amongst employees and initiate appropriate training interventions. Participate in the identification of hazards and risks at the workplace and assist in initiating appropriate actions: Conduct comprehensive Hazard Identification and Risk Assessment (emergency evacuation drills and assembly point at the college on an annual basis). Organize OHS compliance audits by appropriate authorities (Department of Labour etc. on an annual basis). Undertake routine inspections and observations in respective work areas to monitor compliance with or violation of safety regulations, codes and standards. Establish Health & Safety inspections sheets and ensure that OHS Representatives (Reps) conduct such inspections on regular basis. Study, review and initiate appropriate action plans for all hazards and risks identified during OHS Reps inspections. Investigate all SHERQ-related incidents and accidents at the workplace, report same to relevant authorities, maintain accurate records thereof and initiate appropriate actions to prevent recurrence. Constantly strive to reduce occupational injuries, accidents and incidents at the workplace. Implement and monitor SHERQ management system: Conduct regular occupational health and safety risk assessment. Implement SHERQ management system for the campus. Assess possible risk factors that may impact on the campus in terms of Environmental, health, safety and risk. Produce plan for maintenance and servicing of all fire equipment.

**ENQUIRIES
APPLICATIONS**

: RK Ramdev Tel No: 031 905 7000
 : Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

NOTE

: Direction to Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form accompanied by a recent, comprehensive Curriculum Vitae only. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and a detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a level 8 communication from the College Human Resources Management Administration Unit. Non-RSA Citizens/Permanent Resident Permit Holders must provide proof of their Permanent Residence Permits. (Only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). (Only when shortlisted) A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

CLOSING DATE

: 17 November 2022

POST 41/82

: **STUDENT SUPPORT OFFICER REF NO: LET 13/10/2022**
 Permanent

SALARY

: R261 372 per annum (Level 07)

<u>CENTRE REQUIREMENTS</u>	:	Tzaneen Campus
	:	Three years Degree or National Diploma in Social Work/ Psychology/ Educational Psychology, People Management or any other relevant equivalent Qualification. At least 2 years working experience in the Student Support Services environment/student leaderships. Experience in student leadership will be an added advantage. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of Ethical Regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Good communication and interpersonal skills. Computer literacy certificate/computer as a subject. A valid driver's license.
<u>DUTIES</u>	:	Provide student support service in line with the Student Support Plan Framework. Establish partnerships to support students. Implement students Work Based Experience/ Exposure (WBE) and Work Integrated Learning (WIL) policies. Monitor the students during the WBE or WIL. Implement the sport, recreation art and culture programs for student in the campus. Facilitate student's governance and student leadership development and exit support program. Compile monthly report on Student Support matters to all levels of College Management. Serve in the relevant committee in the College structures. Any other official duty in line with Student Support matters.
<u>ENQUIRIES APPLICATIONS</u>	:	r P Mokhonazi / Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
	:	Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag x 4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
<u>NOTE</u>	:	interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1 st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.
<u>CLOSING DATE</u>		14 November 2022 at 16:00
<u>POST 41/83</u>	:	<u>PRACTITIONER: MARKETING AND COMMUNICATION REF NO: LET 14/10/2022</u> Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum (Level 07)
	:	Central Office
	:	A recognized three years National Diploma or Degree in Communication/ Marketing/ Public Relations or Relevant equivalent Qualification. Two years relevant experience in Communication or Marketing Environment. Knowledge of Branding and Event Management. Knowledge of PSET Sector and graphic design will be an added advantage. Strong interpersonal skill, Planning and Organizing skills, Good verbal and written communication skill, Analytical skill, Financial and budgetary skill and ability to work under pressure and be willing to travel and work irregular hours. Computer Literacy. Valid driver's license.
<u>DUTIES</u>	:	Develop, write and edit marketing and communication materials, including press releases and social media content. Ensure that all communications and marketing materials align with the College Corporate identity manual. Manage

and conduct outreach programs of the College. Arrange and assist to conduct radio talk shows. Assist with responses to media inquiries and perform media outreach to achieve college brand placement in publications. Maintain open communication with college stakeholders. Oversee layout and design of college publications. Provide internal and external communication services. Provide and maintain the content, design and layout of the college website and ensure that it is updated regularly. Provide marketing, promotions and branding services. Provide photographic services and drafting of articles. Provide public relation and media liaison services.

ENQUIRIES : Mr P Mokhonazi / Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
APPLICATIONS : Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag x 4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

NOTE : interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

CLOSING DATE : 14 November 2022 AT 16:00

POST 41/84 : **IT TECHNICIAN REF NO: ORB18/2020 (X2 POSTS)**
 Branch: Technical and Vocational Education and Training
 Component: ORBIT TVET College (Brits & Rustenburg Campus)
 Permanent

SALARY : R261 372 per annum (Level 07), (plus benefits)
CENTRE : Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office

REQUIREMENTS : A recognized three (03) years National Diploma (NQF 6) in Information Technology (IT)/ Computer Science or equivalent related REV13 qualification. Must have A+ and ITIL v3 Foundation. One (1) to Two (02) years' experience in an information technology environment. Experience in the use of personal computer hardware and software with specific knowledge of spread sheet, word processing and database applications; Windows operating systems, and integrated financial systems; knowledge of microcomputer hardware repair. Proven computer literacy, including advanced MSWord, Excel and PowerPoint. Experience in network hardware and operating systems, their installation and maintenance. Ability to communicate technical information in a nontechnical manner and to work effectively with users with varying levels of expertise. Knowledge of fundamental programming theories. Ability to diagnose and correct system problems. Proven knowledge and competence regarding computer hardware and software, its installation; its technical operation; and the ability to solve computer-related problems. Proven experience in providing all levels of user and application support. A valid drivers' licence.

DUTIES : Identify and manage appropriate learnerships and other occupational programmes including the appointment of contract project staff as required.

Identify programme gaps, conduct feasibility assessments and introduce new, responsive programmes. Develop a responsive, flexible curriculum based on local needs. Facilitate new programme decisions and manage the planning process. Implement and maintain programme quality systems and processes including assessment, moderation and performance records. Develop and manage occupational programme budgets and report on programme performance. Identify learner material, equipment and other resource requirements. Oversee the development of project plans, including milestones, resource requirements and timeframes. Compile the project budgets and manage all related expenditure. Track progress against targets and budgets. Report on learnership project progress and performance. Review the learnership policy and monitor compliance. Manage the registration of students and the signing of contracts. Establish and maintain records, registers and document management systems for students and facilitators. Manage the payments to facilitators and learnership delivery sites. Manage and oversee the performance and development of learnership facilitators. Identify facilitator skills and performance gaps and facilitate interventions. Ensure the implementation of best practice teaching practices across the programmes (e.g. lesson plans). Report to the Academic Board. Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates. Ensure compliance with partnership process and guidelines. Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government). Participate in SETA-related curriculum initiatives. Establish and maintain programme-related industry links to ensure programme relevance. Ensure facilitators/teaching staff interaction with industry applications, technologies and related job skill requirements. Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives. Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits). Address concerns and issues raised by project team members and stakeholders. Identify work environment simulation needs for each learnership and prepare a plan of specific requirements including resourcing options. Identify simulation options at the College (in collaboration with the Business Development Manager). Implement systems to monitor the quality of workplace student experience. Formulate job profiles for all posts within the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit's budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development.

- ENQUIRIES** : Ms. ML Mahuma or Ms. SL Senosi at Central Office Tel No: (014) 5975540 / (014) 597 5543
- APPLICATIONS** : Direct your application to: The HR Manager: ORBIT TVET College, Private Bag X 82096, Rustenburg, 0299 or hand deliver to Cnr Bosch & Fatima Bhayat Street, Rustenburg (Mon-Fri 07:30 – 16:00) or email to orb18@orbitcollege.co.za, quoting the post reference number on the subject.
- NOTE** : The application must include a fully completed and signed new Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed curriculum vitae only. Certified copies of identity document, senior certificate and highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. Applications received after the closing date will NOT be accepted. The filling of the post will be done in terms of Department approved Employment Equity Plan. ORBIT TVET College is committed to providing equal opportunities and practicing affirmative action employment. The College reserves the right not to make an appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). If you do not receive any response within eight weeks after closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense.
- CLOSING DATE** : 18 November 2022

POST 41/85 : **FINANCIAL AID (BURSARY) OFFICER REF NO: MTC/10/7/2022**
(This post is being re-advertised and candidates who had previously applied may re-apply)

SALARY : R261 372 per annum (Level 07)
CENTRE : KwaGqikazi Campus, Nongoma
REQUIREMENTS : Recognised three (3) year National Diploma/ Degree in Financial Management/Accounting/ Business Management/Management Assistant (NQF level 6) or equivalent qualification. 1 – 2 years' experience in financial environment / bursary environment. Knowledge of CET and PSET. Knowledge of PSA and PSR, 2016. Knowledge of PFMA and Departmental policies. Knowledge of Coltech system. Basic knowledge of practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS, etc.). Skills: Computer skills, planning and organising, language, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy, aptitudes of figures.

DUTIES : Coordinating student bursary schemes and financial aid administrative support services in the campus. Administering the bursary and financial aid schemes application processes for the campus in line with NSFAS guidelines, funder MOU/SLA and policies. Reviewing application for financial aid. Analysing NSFAS provisionally funded students. Coordinating the authorization of disbursement funds. Facilitating of other financial schemes i.e. WRSETA, HWSETA, etc. Reporting on all bursary and financial aid allocations to financial aid committee and other stakeholders. Supervising staff.

ENQUIRIES : Mr SC Hadebe/ Mr LV Khathi Tel No: (034 980 1010)
APPLICATIONS : Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X 9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college before the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.

NOTE : Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.

CLOSING DATE : 17 November 2022 at 15:00

POST 41/86 : **EXAMINATION OFFICER REF NO: MTC/10/8/2022**
(This post is being re-advertised and candidates who had previously applied may re-apply)

SALARY : R261 372 per annum (Level 07)
CENTRE : Vryheid Campus, Vryheid
REQUIREMENTS : Recognised National Diploma (NQF 6) in Education / Administration or equivalent qualification. 1 -2 years in the examination services / Teaching and Learning environment / related field. Knowledge of White Paper on PSET Act. Knowledge of the Public TVET sector and its regulatory and legislative

framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Act and Public Service Regulations, Labour Relations Act. Skills: Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values/attributes: Client service focus, integrity, committed, proactive, loyal, ethics.

DUTIES : Coordinating internal and external examination assessment services. Coordinating and conducting training of Invigilators, Markers and Data Capturers. Facilitating examination and Irregularity Committee for the campus and serving as a Secretariat. Processing application and issuing of certificates services. Providing administration support for the examination unit. Supervising staff.

ENQUIRIES APPLICATIONS : Mr SC Hadebe/ Mr LV Khathi Tel No: 034 980 1010
 : Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X 9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college before the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.

NOTE : Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.

CLOSING DATE : 17 November 2022 at 15:00

POST 41/87 : **ADMINISTRATION CLERK (X3 POSTS)**

SALARY CENTRE : R176 310 per annum (Level 05)
 : Nquthu Campus, Nquthu Ref No: MTC/10/9/2022
 : Vryheid Campus, Vryheid Ref No: MTC/10/10/2022
 : KwaGqikazi Campus, Nongoma Ref No: MTC/10/11/2022

REQUIREMENTS : A Grade 12 certificate/ NCV Level 4. 1 - 2 years' experience in Clerical / Administrative environment. TVET Experience will be an added advantage. Knowledge: Clerical duties, ability to capture data, operating computer, collecting statistics, legislative framework governing the Public Service. Knowledge of procedures in terms of the working environment. Skills: Planning and organising, good verbal and written communication, computer.

DUTIES : Rendering general clerical support services. Providing supply chain clerical support services within the component. Providing personnel administration clerical support services within the component. Providing financial administration support services in the component.

ENQUIRIES APPLICATIONS : Mr SC Hadebe/ Mr LV Khathi Tel No: 034 980 1010
 : Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X 9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college before the closing date as the college will take

no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.

NOTE : Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.

CLOSING DATE : 17 November 2022 at 15:00

POST 41/88 : **SWITCHBOARD OPERATOR/ RECEPTIONIST REF NO: MTC/10/12/2022**

SALARY : R147 459 per annum (Level 04)
CENTRE : Nongoma Campus, Nongoma
REQUIREMENTS : Grade 12/ NCV Level 4. Knowledge of Department of Higher Education mandate (TVET, CET and Skills Development). Knowledge of DHET policies and business units. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of customer care policies. Report writing. Skills: Customer care, counselling / problem solving, database management, telephone etiquette, innovative and creative thinking, patience, planning and organising, reading, operating equipment, communication (verbal and written), people management, office management and administration, analytical, computer literacy, disciplined.

DUTIES : Rendering switchboard services by: attending to incoming and outgoing telephone calls, transferring calls to relevant extensions, providing clients with relevant information, taking messages and conveying to relevant staff, keeping records of all outgoing calls, printing and issuing telephone accounts, maintaining telephone database, allocating pin codes when authorised. Maintaining switchboard system by: Identifying and reporting telephone faults to the supervisor, notifying the staff if telephones are out of order, recording maintenance of the switchboard, Barring and activating telephone extensions when authorised

ENQUIRIES : Mr SC Hadebe/ Mr LV Khathi Tel No: 034 980 1010

APPLICATIONS : Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X 9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college before the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.

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reserves the right not to fill posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.

CLOSING DATE

: 17 November 2022 at 15:00

POST 41/89

: **DRIVER/MESSENGER REF NO: MTC/10/13/2022**

SALARY

: R147 459 per annum (Level 04)

CENTRE

: Vryheid Campus, Vryheid

REQUIREMENTS

: A Grade 10 qualification / Standard 8 and valid code 10 driver's licence. Valid Public Driving Permit (PDP) / Professional Driving Permit (PrDP). Three (3) years relevant experience. Must have proven experience in the transportation of people or goods. Experience in working in a government or semi government institution will be an added advantage. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of procedure for motor maintenance of motor vehicle, storage requirement, messenger services, routine office support i.e. registry, secondary function of making copies, procedure to operate the motor, procedure to obtain trip authorization, completion of log book of the motor vehicle, writing of fuel consumables, writing of kilometres services. Skills: driving, reading, writing, fixing/changing flat tyres, cleaning of vehicles.

DUTIES

: Driving light, medium and heavy motor vehicles to transport passengers and deliver other items (mail and documents). Doing routine maintenance on the allocated vehicle and report defects timely. Completing all the required and prescribed records and log books with regard to the vehicle and the goods handling. Rendering a clerical support/messenger service in the relevant office, entailing the following: assisting in the registry, copying and faxing documents, collecting and delivering documentation and related items in the college.

ENQUIRIES

: Mr SC Hadebe/ Mr LV Khathi Tel No: 034 980 1010

APPLICATIONS

: Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X 9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college before the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.

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