

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
Central Johannesburg TVET College
Tshwane South TVET College
Mnambithi TVET College
Nkangala TVET College
Elangeni TVET College
North West CET College

OTHER POSTS

<u>POST 04/71</u>	:	<u>ASSISTANT DIRECTOR: GOVERNANCE (COUNCIL APPOINTMENT) REF NO: NKC/2023/01/02</u>
<u>SALARY</u>	:	R491 403 per annum
<u>CENTRE</u>	:	Central Office: Nkangala TVET College
<u>REQUIREMENTS</u>	:	Grade 12 plus a recognized Bachelor's Degree/ National Diploma (NQF 6) in Law, Public Management/Public Administration/Office Management or any relevant qualification 3-5 years relevant supervisory experience in the law environment and contract management, Knowledge of Public Service legislations and policies, Knowledge of PSET, Knowledge and understanding of the TVET/ CET Administration, Understanding of the Higher Education sector, Understanding of corporate governance, Understanding Cost center budgetary, expenditure and cash flow management Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation and must have a valid drivers license.
<u>DUTIES</u>	:	Drafting of MOUs and contracts, interpretation and proof reading of contracts, provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders, Conduct research and provide expert administrative advice to the Principal and other officials in the college, Quality check letters, memoranda and submissions, Maintain the calendar plan for scheduling and preparing meetings and communicate with all members of the above structures, Co-ordinate and arrange all meetings, proceedings and activities of the above structures ,Provide technical support during meetings, proceedings and activities of the above structures Compile agenda, minutes, reports and other records of the above structures, Distribution of relevant documents for meetings of above structures, keeping a register of resolutions and supporting all relevant Council Members through continuous correspondence to remind them of what needs to be done. Ensure that approved minutes are signed off and safely kept, prepare all presentation, speeches, reports of the Principal and Council Committees related to meetings of above structures.
<u>ENQUIRIES</u>	:	Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
<u>APPLICATIONS</u>	:	should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.
<u>FOR ATTENTION</u>	:	The Principal
<u>NOTE</u>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
<u>CLOSING DATE</u>	:	17 February 2023 at 13:30.
<u>POST 04/72</u>	:	<u>ASSISTANT DIRECTOR: OFFICE ADMINISTRATION IN THE OFFICE OF THE PRINCIPAL REF NO: NKC/2023/01/01</u> Re-Advert
<u>SALARY</u>	:	R393 711 per annum (Level 09)
<u>CENTRE</u>	:	Central Office: Nkangala TVET College
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent plus a recognized Degree/National Diploma (NQF 6) in Public Management/Public Administration/Office Management or any relevant

qualification. Any Law qualification will be an added advantage. 3-5 years relevant supervisory experience in strategic planning and administration environment, Knowledge of Public Service legislations and policies, Knowledge of PSET, Knowledge and understanding of the TVET/ CET Administration , Understanding of the Higher Education sector, Understanding of corporate governance, must have Planning and organizing skills, Financial management skills, Report writing skills, Communication and interpersonal relations, Problem solving, Computer literacy and a valid drivers' licence.

DUTIES : Coordinate the implementation of the strategic plan and evaluate the target plan, coordinate and compile institutional performance and strategic reports, render administrative/executive support services in the office of the Principal, Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal, Provide secretariat support to Governance structures, Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of Governance structures ,Co-ordinate and arrange all meetings, proceedings and activities of the above structures, Provide strategic management, monitoring and evaluation services. Oversee and monitor the budget in the office of the Principal, Co-ordinate college inputs for annual, quarterly, monthly reports, Establish and implement effective records and document management systems in the office of the Principal, Quality check letters, memoranda and submissions.

ENQUIRIES : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
APPLICATIONS : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

FOR ATTENTION : The Principal
NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

CLOSING DATE : 17 February 2023 at 13:30

POST 04/73 : **ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION**
 Re-Advert

SALARY : R393 711 per annum (Level 09)
CENTRE : Middelburg Campus Ref No: NKC/2023/01/03
 Waterval Boven Campus Ref No: NKC/2023/01/04

REQUIREMENTS : Grade 12 or equivalent plus a recognized Degree/National Diploma (NQF 6) in Public Management/ Public Administration /Office Management or equivalent qualification, 3-5 years relevant supervisory experience in 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 the TVET/ CET Administration , Understanding of the Higher Education sector, Understanding of corporate governance, Understanding Cost center budgetary, expenditure and cash flow management ,Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation, Planning and organizing, Financial management, Report writing Communication and interpersonal relations, Problem solving , Computer literacy, team leadership and must have a valid drivers' licence.

DUTIES : Oversee the academic and student administration support services, Oversee student registration and examination administration process, Oversee and coordinate human resource administration services, Coordinate and gather campus information as and when requested by central office and department Oversee and Coordinate financial, asset and supply chain management services, Oversee campus infrastructure, maintenance and fleet management services, Provide general administration support services and maintain a proper filing system , Management of human, physical and financial resources, Ensure completion of performance agreements by all employees in the unit.

ENQUIRIES APPLICATIONS : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035
: or hand delivered to Corner Haig and Northey Street, Witbank, Central Office
: of Nkangala TVET College.

FOR ATTENTION NOTE : The Principal
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: obtainable from any Public Service Department or on the internet at
: www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity
: Document, Senior Certificate and the highest required qualification as well as
: a driver's license where necessary, will only be submitted by shortlisted
: candidates to HR on or before the day of the interview date. A complete set of
: application should be submitted separately for every post that you wish to apply
: for. Please ensure that you clearly state the full post description and the
: relevant Post Reference Number on your application.

CLOSING DATE : 17 February 2023 at 13:30

POST 04/74 : **SENIOR PRACTITIONER: HUMN RESOURCE DEVELOPMENT REF NO:
NKC/2023/01/05**

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: Central Office: Nkangala TVET College
: Grade 12 or equivalent plus recognized Degree/National Diploma in Human
: Resource Management/Development (NQF level 6), Relevant PERSAL
: Certificates will be an added advantage, A Certificate in facilitation/ Assessor/
: Moderator will be an added advantage, 3-5 years' relevant experience in
: Human Resource development environment, Knowledge and understating 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 the application of Employment Equity Act,
: Knowledge and understanding of PMDS and IQMS, Coordination and
: facilitation of training programmes, Planning and organizing, Report writing
: skills. Ability to work under pressure and within a team and must have a valid
: driver's licence.

DUTIES : Ensure overall supervision and that training and development programmes
: plan is developed and implemented. Ensure that the Work Skills Plan is
: developed, approved, submitted to ETDP SETA and Implemented, ensure
: proper implementation and awarding of bursaries in line with the departmental
: policy, ensure and monitor the implementation of Performance Management
: Development System, Integrated Quality Management System and conduct
: training to College officials. Provide technical guidance on the development of
: Job Descriptions and ensure that all officials have signed job descriptions,
: ensure that the College Employment Equity Plan and HR Plan are developed,
: reviewed, submitted to Head Office and implemented. Prepare
: monthly/quarterly reports and submit to the Head Office.

ENQUIRIES APPLICATIONS : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
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: or hand delivered to Corner Haig and Northey Street, Witbank, Central Office
: of Nkangala TVET College.

FOR ATTENTION NOTE : The Principal
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: obtainable from any Public Service Department or on the internet at
: www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity
: Document, Senior Certificate and the highest required qualification as well as
: a driver's license where necessary, will only be submitted by shortlisted
: candidates to HR on or before the day of the interview date. A complete set of
: application should be submitted separately for every post that you wish to apply
: for. Please ensure that you clearly state the full post description and the
: relevant Post Reference Number on your application.

CLOSING DATE : 17 February 2023 at 13:30

POST 04/75 : **SENIOR PRACTITIONER: HUMAN RESOURCE MANAGEMENT REF NO:
NKC/2023/01/06**

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: Central Office: Nkangala TVET College
: Grade 12 or equivalent plus a recognized Degree/National Diploma in Human
: Resource Management/Development (NQF level 6), Relevant PERSAL

Certificate, 3-5 years' relevant experience in Human Resource Management / Administration environment, Understanding and utilisation of the PERSAL system. Knowledge and understating of the application of Public Service legislative framework (PSA, PSR etc.) Extensive knowledge and understand of human resource prescripts and practice, Planning and organizing, Communication (Good verbal and written), Computer Literacy, Report writing and must have a valid drivers' license.

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 proper implementation of termination of services, 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.), Ensure overall supervision and proper implementation of staff / personnel records.

ENQUIRIES APPLICATIONS : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

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CLOSING DATE : 17 February 2023 at 13:30

POST 04/76 : **SENIOR INTERNAL AUDITOR REF NO: NKC/2023/01/07**

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: Central Office: Nkangala TVET College
: Grade 12 or equivalent plus a recognized Degree/National Diploma in Internal Auditing or relevant qualification majoring in Auditing at NQF level6 as recognized by SAQA. A minimum of three (3) years' experience in internal auditing of which one (1) to two (2) years at a supervisory level. Valid driver's licence. Registered member with Institute of Internal Auditors (IIA SA). Certified internal audit (CIA)/ Internal Audit Technician (IAT) /government Internal Audit (GIA) will be an added advantage. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, and Public Service Act. In-depth knowledge of International Standards for Professional Practice of Internal Auditors (ISPPIA). Knowledge of financial and operational prescripts that governs the Public Sector. Skills and Competencies: Computer literacy. Effective communication skills (verbal and written). Supervisor skills. Problem solving skills. Good interpersonal skills. Time management skills. Report writing skills. Ability to work under pressure and within a team and must have a valid driver's licence.

DUTIES : Participate in the development of strategic internal audit plans, methodologies, policies and procedures. Assist in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Review, collate information and compile reports for Senior Management, Audit, and Risk Committee (ARC). Conduct audit projects in accordance with the audit methodology. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Keep up to date with new developments in the internal audit environment and internal audit, Compile monthly, quarterly and annual reports against the audit plan, Compile monthly, quarterly and annual reports against the risk register.

ENQUIRIES APPLICATIONS : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

FOR ATTENTION : The Principal

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CLOSING DATE : 17 February 2023 at 13:30.

POST 04/77 : **SENIOR RISK OFFICER REF NO: NKC/2023/01/08**

SALARY : R331 188 per annum (Level 08)
CENTRE : Central Office: Nkangala TVET College
REQUIREMENTS : Grade 12 plus a recognized Degree/ National Diploma (NQF 6) or Degree in Risk Management/ Internal Audit or equivalent qualification, 3-5 years' experience in Risk Fraud, Ethics and Integrity Management or related field, Knowledge of the relevant prescripts, legislation and regulations, Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management environment, Planning and organizing skills, Financial management Report writing. Communication and interpersonal, Problem solving, Computer literacy and must have a valid drivers' license.

DUTIES : Ensure overall supervision and 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, 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 risk, fraud, ethics and integrity management awareness and trainings. Facilitate training, workshops and awareness on risk, fraud, ethics and integrity management.

ENQUIRIES : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
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CLOSING DATE : 17 February 2023 at 13:30.

POST 04/78 : **SENIOR FACILITIES OFFICER REF NO: NKC/2023/01/09**

SALARY : R331 188 per annum (Level 08)
CENTRE : Central Office: Nkangala TVET College
REQUIREMENTS : Grade 12 plus a recognized appropriate Bachelor's Degree/National Diploma or equivalent qualification specializing in construction or related field; At least two (2) years working in construction or maintenance projects; A postgraduate qualification will be an added advantage; An individual with a conceptual understanding of the rules and standards governing project administration and management; and to ensure that the requirements for each project are spelt out by the job packaging/ statutory requirements; Risk management experience in project management; Good communication, written and verbal skills; Proficiency in analyzing and solving problems related to projects; Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan; Strong ability to give attention to details as well as tested

organizational skills; Strong knowledge and expertise in using modern information and communication technologies to projects; Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc.); knowledge of procurement processes and must have a valid drivers' licence.

DUTIES : supervision of different tasks in completing construction or repairs and maintenance projects; Responsible for the flow of information from the college level project supervisor (the organizational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (Department); Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are met; Meet the project owner, ensure that appropriate specification are set, or meet a higher standard; Update information on the project management tools; Make arrangement for the completion based on specifications of the project owner; Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise; and Plan, commence, execute. Supervise and round-up assigned projects.

ENQUIRIES APPLICATIONS : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
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FOR ATTENTION NOTE : The Principal
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CLOSING DATE : 17 February 2023 at 13:30

POST 04/79 : **SENIOR ICT TECHNICIAN REF NO: MTVET 2023/07**
(Re-Advertisement)

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
: Mnambithi TVET College Central Office
: Diploma in ICT/IT or relevant qualification, Microsoft certified system engineer (MCSE) status. Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional (CCNP). International Comptia A+ Certificate. Driver's Licence. Must have at least two (2) years of relevant experience or working in similar position.

DUTIES : Service and network administration. General user support in both admin and computer labs across campuses. Creating and managing user accounts. Creating and managing user Email Accounts Microsoft Exchange server. Managing Antivirus servers and Antivirus Endpoints. Maintaining patch management across the network. Daily server, Desktop and Thin clients check-up. Planning of upgrades to both hardware and software. Manage all system back-up. LAN/WAN support. [Different sites]. Document network problems and resolution for future reference. Build and assembly servers and SAN [IBM server and IBM SAN]. Set up VIP payroll server. Create Virtual Machines in the Cluster/Hyper V. Set up and configure WSUS. Installing and configuring of managed switches VLANS. Ensuring that all planned and assigned duties are executed timely and accordingly. Assigning relevant technicians to appropriate duties and site visits. Attend ICT meetings and seminars to keep to date with latest ICT developments.

ENQUIRIES APPLICATIONS : HR Section Tel No: (036) 631 0360
: Applications must be addressed for attention of HR Unit, Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith, 3370.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be

submitted by shortlisted candidates to HR on or before the day of the interview date. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer. 17 February 2023

CLOSING DATE

:

POST 04/80

:

PROJECT COORDINATOR REF NO: 01/01/2023 NWCETC
(2 years Contract)

SALARY

:

R331 188 – R390 139 per annum, plus 37% in lieu of benefits. The successful candidate will be required to sign a performance agreement.

CENTRE

:

North West Community Education and Training College (Brits)

REQUIREMENTS

:

A three-year qualification (NQF 6) in Project Management. A Bachelor's degree (NQF 7) in Project Management will be an advantage. At least three (3) years' relevant experience in project management and demonstrated experience of having successfully rolled out a change process ideally in a government or other complex organizational environment. Knowledge and application of project management processes and principles. Knowledge and understanding of stakeholder management and change management processes. Familiarity with project management concepts, programme management concepts and role of project management. Good communication (verbal and written), project management, change management, problem solving, negotiation, planning, organizational, administrative and computer skills (MS Office package). Ability to work independently and function as part of a broader team. Willing to travel frequently. A valid driver's licence.

DUTIES

:

Developing and implementing training programs to meet goals. Communicating career-path opportunities to learners. Conducting the recruitment & selection of Learnerships programmes at (NQF 1-3) to effectively assess training needs. Providing training support for learners including scheduling class time, registering participants. Conducting research on topics related to training needs within the organization. Overseeing the planning and designing of the curriculum. Determining which training methodologies are most appropriate for various situations and audiences based on knowledge of learning styles and instructional design principles. Assessing and measuring the results of training. Carrying out calculations and giving reports on training costs. Monitoring, evaluating, and taking an accurate and adequate record of training activities and program effectiveness.

ENQUIRIES

:

Mr Ntlatleng K Tel No: 012 110 4460

APPLICATIONS

:

Submitted via post or hand delivery to: North West CET College, 45 Van Velden Street, Brits, 0250.

FOR ATTENTION

:

Mr Ntlatleng K

NOTE

:

The Application must include only completed and signed new form Z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form will result in disqualification. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date will not be considered. The North West CET College has the right to appoint and withdraw the posts.

CLOSING DATE

:

17 February 2023 at 16:00

POST 04/81

:

SENIOR RISK, FRAUD, ETHICS AND INTEGRITY MANAGEMENT OFFICER REF NO: CJC/SRFE/2023

Re-advertised and candidate who had applied previously may re apply

SALARY

:

R331 188 per annum (Level 08), plus benefits as applicable in the Public Sector

CENTRE

:

Central Office: Central Johannesburg TVET College

REQUIREMENTS

:

Grade 12 or equivalent qualification. A recognized National Diploma/Degree (NQF Level 6) in Risk Management/ Internal Audit or equivalent qualification-related qualification. At least three (3) years experience in Risk Management or Internal Audit. Membership with a Professional body (Institute of Risk Management SA, IIASA, etc) will be an added advantage. 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, and People management. Values/attributes: Client service focus, Integrity, Committed, Proactive, loyal.

DUTIES : Implementation of Risk Management process. Compile risk register for strategic and operational and process levels. Follow up on the implementation of the mitigation action plans that were put in place to reduce the risk to an acceptable level. Facilitate Fraud Risk Assessment and Implement fraud policies. Conduct Investigations on allegations of corruption. Coordinate training, workshop, and awareness on Risk, Fraud, ethics, and integrity Management services.

ENQUIRIES : Mr. Mbulaheni Khakhu at khakhum@cjc.edu.za Tel No: 011 351 6000

APPLICATIONS : All applications are to be sent via email to recruitment79@cjc.edu.za

NOTE : Kindly quote the name of the post you are applying for and its reference number in the subject line. Due to the Covid-19 pandemic, no faxed, postal, or hand-delivery applications will be accepted. Note: Scanned Applications must consist of: a duly completed and signed latest version of the Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, stating the post you are applying for and the relevant reference number, a recently updated CV only. Certified copies of the Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (in a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. The applicant must have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation (when shortlisted). No faxed, posted or hand-delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE : 17 February 2023 at 16:00

POST 04/82 : **EXAM OFFICER REF NO: NKC/2023/01/10**

SALARY : R269 214 per annum (Level 07)

CENTRE : Mpondozankomo Campus

REQUIREMENTS : Grade 12 or equivalent plus a recognized National Diploma (NQF 6) in Education/ Administration or equivalent qualification, 2-3 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 system. Must have a valid drivers license.

DUTIES : Coordinate internal and external examination assessment services, Coordinate and conduct training of Invigilators, Markers and Data Capturers, facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Process application and issuing of certificates services. Provide administration support for the examination unit.

ENQUIRIES : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700

APPLICATIONS : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

FOR ATTENTION : The Principal

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a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

- CLOSING DATE** : 17 February 2023 at 13:30
- POST 04/83** : **CAMPUS ADMINISTRATOR REF NO: NKC/2023/01/11**
- SALARY** : R269 214 per annum (Level 07)
CENTRE : CN Mahlangu Campus
REQUIREMENTS : Grade 12 or equivalent plus a recognised National Diploma (NQF 6) in Office Management and Technology/Public Management/Management Assistant or equivalent qualification, 2-3 years relevant experience in Administration environment, Knowledge of office administration, Knowledge of Public Service legislations and policies , Knowledge of PSET, Knowledge and understanding of the TVET Administration, Understanding of the Higher Education sector, Understanding of corporate governance and any other related legislation, Planning and organizing skills, Report writing, Communication and interpersonal, Computer literacy and must have a valid drivers' license.
- DUTIES** : Provide administration support services to campus management and students Administer and coordinate human resource services: Coordinate Leave forms and submit to central office, Coordinate PMDS documents and submit to central office, Coordinate all relevant documentation pertaining to disciplinary cases and grievances, Follow up and resolve all human resource administration queries and issues emanating from campus staff, Maintain human resource records administration, Monitor the attendance register for staff, Coordinate the compilation of duty registers and payment for part-time lectures, Support the implementation college staff programme at campus level. Provide procurement services: Recommend purchase requisitions to Campus Management, Draft procurement memo, Complete requisition form, receive goods and services, Coordinate and submit invoices to central office for processing, Verify the correctness of goods and services supplied against the appropriate documentation. Maintain a proper filing system: Maintain files for all campus staff, Filing of all relevant documentation according to QMS requirements and national achieve Act. Provide Finance and asset management services to the campus.
- ENQUIRIES** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
APPLICATIONS : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.
- FOR ATTENTION** : The Principal
NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
- CLOSING DATE** : 17 February 2023 at 13:30.
- POST 04/84** : **PRACTITIONER – HUMAN RESOURCE DEVELOPMENT REF NO: NKC/2023/01/12**
- SALARY** : R269 214 per annum (Level 07)
CENTRE : Central Office: Nkangala TVET College
REQUIREMENTS : Grade 12 or equivalent plus a Recognized National Diploma in Human Resource Management/Development (NQF level 6) Relevant PERSAL Certificates, A Certificate in facilitation/ Assessor/ Moderator will be an added advantage, 2-3 years' relevant experience in Human Resource development environment, Knowledge and understating 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, Coordination and facilitation of training programmes, Planning and

- organizing, Communication (Good verbal and written), Computer Literacy, Report writing and must have a valid drivers' license.
- DUTIES** : Implement all training and development programmes in line with approved plans, Facilitate the development and implementation of Work Skills Plan, Process bursaries in line with the departmental policy, Coordinate the implementation of Internship and Learnership Programmes, Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff, Facilitate the development of job descriptions, Provide assistance on the development, review and implementation of Employment Equity Plan for the College.
- ENQUIRIES APPLICATIONS** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.
- FOR ATTENTION NOTE** : The Principal
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
- CLOSING DATE** : 17 February 2023 at 13:30
- POST 04/85** : **ADMINISTRATION OFFICER: PARTNERSHIP AND LINKAGES REF NO: NKC/2023/01/13**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Central Office: Nkangala TVET College
: Grade 12 or equivalent plus a recognised National Diploma in Public Administration/ Public Management (NQF Level 6) or equivalent qualification, 2-3 years in Public Administration environment, Knowledge and understanding of Public Administration, Knowledge of the relevant legislation, policies, prescripts and procedure, Basic knowledge of Financial Administration, Planning and organizing skills Report writing, Communication and interpersonal, Problem solving, Computer literacy and must have a valid drivers license.
- DUTIES** : Assist with the provisioning of administrative support in the TVET/CET and Regional office Assist with the preparation of submissions and memorandums, assist with the quality assurance of all submissions and memorandums, Route the amendments back to the compiler for correction. Maintain the effective flow of information and documents to all stakeholders. Assist with the procurement of goods, services, bookings and claims, Open files for all bookings and claims and update on regular basis. Complete requisition forms for purchasing of goods and services. Maintaining proper filing system for all documents, register all queries and forward to the relevant units, follow-up on queries and provide feedback.
- ENQUIRIES APPLICATIONS** : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.
- FOR ATTENTION NOTE** : The Principal
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
- CLOSING DATE** : 17 February 2023 at 13:30

POST 04/86 : **PROJECT CO-ORDINATOR (NATIONAL SKILLS FUND) REF NO: NSF2023/08**
(Fixed Term Contract: 3 years)
(Re-Advertisement)

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07), plus 37%
: Central Office: Mnambithi TVET College
: Grade 12/Senior Certificate or equivalent qualification plus a post-matric qualification in the field of Project Management and or in the field Accounting/ Business or Business Administration/ Management. Minimum of 2 years project management experience. Experience in working with SETAs, Excellent verbal and written communication skills. Capacity to manage high stress situations. Ability to multi-task and manage various project elements simultaneously. Big-picture thinking and vision with excellent leadership skills. Valid driver's licence. Advanced MS Office proficiency in Outlook, Word, PowerPoint and Excel. Knowledge of policies governing the public sector, PFMA and treasury regulations.

DUTIES : The project co-ordinator will be responsible for planning, overseeing and leading the NSF projects from commencement through to completion. He/she will be required to interact with a range of internal and external stakeholders involved with the NSF project. Oversee the compilation of performance and financial reports. Present reports to the relevant stakeholders. Participate in NSF verification processes. Track the NSF budget spending and report accordingly. Lead the NSF project planning sessions. Co-ordinate staff and internal resources. Manage NSF project progress and adapt work as required. Ensure NSF projects meet deadlines as per the NSF requirements. Manage relationships with clients and stakeholders. Design and facilitate the signing off on contracts and other relevant documents. Oversee all NSF related incoming and outgoing project documentation. Conduct project review and draw detailed reports as and when needed. Managing large and diverse teams and work collaboratively with all units at the college.

ENQUIRIES APPLICATIONS : HR Section Tel No: (036) 631 0360
: Applications must be addressed for attention of HR Unit, Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith, 3370.

NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

CLOSING DATE : 17 February 2023

POST 04/87 : **HOUSE KEEPING SUPERVISOR REF NO: NKC/2023/01/14**

SALARY CENTRE REQUIREMENTS : R218 064 per annum (Level 06)
: CN Mahlangu Campus
: Grade 12 or equivalent plus a recognised National Diploma (NQF 6) in Office Management and Technology/Public Management/Management Assistant or equivalent qualification, 2-3 years relevant experience in rendering support services to students or related field, 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.), Computer skills, Planning and organizing, Good verbal and written communication, Ability to perform routine tasks, Interpersonal Relation. Must have a valid drivers' licence.

DUTIES : Ensure and monitor the wellbeing of students. Maintain household records, admission and allocate rooms for students, Monitor and ensure safety of students and their belongings in the hostel, Monitor hostel buildings, cleaning materials and maintenance of building, Oversee the cooking section at hostels, Provide hostel administration and logistics.

ENQUIRIES : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700

APPLICATIONS : Should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

FOR ATTENTION NOTE : The Principal
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

CLOSING DATE : 17 February 2023 at 13:30

POST 04/88 : **HUMAN RESOURCE CLERK REF NO: NKC/2023/01/15 (X2 POSTS)**

SALARY : R181 599 per annum
CENTRE : Central Office: Nkangala TVET College
REQUIREMENTS : Grade 12 or equivalent plus Appropriate National Diploma (NQF 6) in Human Resource Management, 1-2 years' experience in Human Resource Management, Knowledge of HRM processes and practices, knowledge of Public Service Act, Knowledge of Recruitment processes, knowledge of performance management processes, Knowledge of PERSAL will be an added advantage and must have a valid drivers' license.

DUTIES : Assist in the provision of conditions of service and Human Resource Records. Render support in the provision of recruitment and selection processes, capture leave on PERSAL, capturing of pension claims on the PCM system, assist with the implementation of Performance Management and Development System, Integrated Quality Management System and coordinate training for College staff, Assist with the provision of Employee Health and Wellness services in the College.

ENQUIRIES APPLICATIONS : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

FOR ATTENTION NOTE : The Principal
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

CLOSING DATE : 17 February 2023 at 13:30

POST 04/89 : **ADMINISTRATION CLERK: FINANCE**

SALARY : R181 599 per annum (Level 05)
CENTRE : Central Office Ref No: NKC/2023/01/16
Mpondozankomo Campus Ref No: NKC/2023/01/17
Middelburg Campus Ref No: NKC/2023/01/18

REQUIREMENTS : Grade 12 or equivalent plus Appropriate National Diploma (NQF 6 in Finance, 1 year' experience in the Education/Teaching and Learning environment or related field, 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, PSA, PSR, PPPFA, Financial Manual), Knowledge of basic financial operating, ability to perform adequately and methodically under pressure, verbal and written communication skills, computer literacy, Knowledge of Coltech and SAGE evolution will be an added advantage. Must have a valid drivers' license.

DUTIES : Perform financial and management accounting tasks. Perform bookkeeping services. Perform student administration, administration support services.

Render Budget support services. Handle filing of documents. Perform ad-hoc duties.

ENQUIRIES : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
APPLICATIONS : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

FOR ATTENTION : The Principal
NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

CLOSING DATE : 17 February 2023 at 13:30.

POST 04/90 : **ADMINISTRATION CLERK: GOVERNANCE REF NO: NKC/2023/01/19**

SALARY : R181 599 per annum (Level 05)
CENTRE : Central Office: Nkangala TVET College
REQUIREMENTS : A grade 12 certificate or equivalent plus an appropriate National Diploma in Public Administration, Management Assistant, Public Management, 1 year' experience in Clerical/ Administrative duties, Ability to capture data, operating a computer, knowledge of legislative framework governing the Public Service Knowledge of procedures in terms of the working environment, Planning and organizing, Good verbal and written communication. Must have a valid drivers' license.

DUTIES : Render general clerical support services to college council, record, organize, store, capture and retrieve correspondence and data (line function), Update registers, handle routine enquiries, Make photocopies and receive or send emails, distribute documents/ packages to various stakeholders as required by council, keep and maintain the filing system for college Council, do logistical arrangement for college council meetings and taking minutes, Keep and maintain the incoming and outgoing document register of the office, arrange travelling and accommodation for council, check correctness of subsistence and travel claims of council members and submit to finance.

ENQUIRIES : Ms Ndala LM/Ms Monyai MD Tel No: 013 658 4700
APPLICATIONS : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Witbank, Central Office of Nkangala TVET College.

FOR ATTENTION : The Principal
NOTE : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

CLOSING DATE : 17 February 2023 at 13:30.

POST 04/91 : **FINANCE CLERK REF NO: HRM 01/2023**
Finance Department

SALARY : R181 599 per annum (Level 05)
CENTRE : Elangeni TVET College, Central Office
REQUIREMENTS : Grade 12 with (Commerce stream)/ recognised National Diploma / Bachelor degree (M+3/REQV 13) in Financial Accounting/ Cost and Management Accounting / Supply Chain Management or Internal Auditing. Good communication skills (written & verbal). Well organised and hardworking individual with strong organisational ability skills. Competent, energetic and motivated individual with the ability to work under pressure. Must be in possession of a valid driver's license. Computer literacy (Ms Work, Excel). 1-2 years' relevant experience in SCM environment will be an added advantage.

- DUTIES** : Monitor and review the capturing of all assets (moveable and immoveable) in the asset management registers. Monitor and review the allocation of assets to designated holders. Promote correct implementation of sound assets in accordance with the relevant policy and procedures. Promote correct implementation of sound asset management practices. Ensure effective and efficient utilization of resources allocated to the unit.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363
- POST 04/92** : **SECRETARY REF NO: HRM 02/2023**
Deputy Principal
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Elangeni TVET College, Central Office
REQUIREMENTS : Grade 12 with typing as a subject. Recognised National Diploma in Office Management and Technology/ Management Assistant or equivalent qualification will be advantageous. 1-3 years' experience in typing and Secretarial. Basic knowledge of financial Management. Record management of documents. Ability to communicate well with people at different levels and backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.
- DUTIES** : Provide a secretarial/ receptionist support service to the manager. Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records basic minutes of the meetings of the manager where required. Does filing of documents for the manager and the unit where required. Receives, records and distributes all incoming and outgoing documents. Collects all relevant documents to enable the manager to prepare for meetings. Arranges meetings and events for the manager and the staff in the unit. Identifies venues, invites role players, organizes refreshments and sets up schedules for meetings and events. Provide a clerical support service to the manager.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363
APPLICATIONS : All applications must be hand delivered to Elangeni TVET College Central Office, 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license 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. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any 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 subjected 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. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- CLOSING DATE** : 17 February 2023 at 13h00
- POST 04/93** : **SUPPLY CHAIN CLERK REF NO: CJC/SCMC/2023**
- SALARY** : R181 599 per annum (Level 05), plus benefits as applicable in the Public Sector
CENTRE : Central Office: Parktown
REQUIREMENTS : Grade 12 certificate or equivalent. A recognized three-year (3) National Diploma in Supply Chain Management/ Logistics/Public Management (NQF level 6) equivalent/related qualification will be an added advantage. 3 months of experience is required. Knowledge: Basic knowledge of supply chain duties, practices, and the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understating of the legislative framework governing Public Services. Knowledge of procedures in terms of the working

environment. Knowledge of assets management. Knowledge of LOGIS. Knowledge of Supply Chain Policies. Knowledge of the 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.

DUTIES : Render demand and acquisition clerical support by performing the following tasks: Update and maintain supplier (Including contractors) database, Register suppliers on LOGIS or similar system, Request and receive quotations, Capture specifications on the electronic purchasing system, Place orders, Issue and receive quotations, provide secretariat or logistical support during the bid consideration and contracts conclusion process, Compile draft documents as required. Render logistical services by Placing orders, Receiving and verifying goods from suppliers, Capturing goods in registers databases, receiving requests for goods from end users, Issue goods to end users, maintaining goods register, Updating and maintaining a register of suppliers

ENQUIRIES : Mr. Mbulaheni Khakhu at khakhum@cjc.edu.za
APPLICATIONS : All applications are to be sent via email to recruitment77@cjc.edu.za
NOTE :

Kindly quote the name of the post you are applying for and its reference number in the subject line. Due to the Covid-19 pandemic, no faxed, postal or hand-delivery applications will be accepted. Note: Scanned Applications must consist of: a duly completed and signed latest version of the Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, stating the post you are applying for and the relevant reference number, a recently updated CV only. Certified copies of the Identity Document, Senior Certificate, and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (in a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. The applicant must have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation (when shortlisted). No faxed, posted or hand-delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

CLOSING DATE : 17 February 2023 at 16:00

POST 04/94 : **MARKETING AND COMMUNICATION CLERK REF NO: 05/03/2022**

SALARY : R181 599 per annum (Level 05), plus benefits
CENTRE : Tshwane South TVET
REQUIREMENTS : Grade 12, Recognised three-year National Diploma (NQF Level 6) in Communication/ Marketing/Public Relations or equivalent qualification in the relevant field will be an added advantage. Minimum of 1-2 years working experience in the Marketing and Communication Environment. Knowledge of social media practice and channels, understanding of the importance of brand guidelines, graphic design and applying across a range of channels, knowledge and understanding of stakeholder management, event management, digital marketing and website maintenance. Knowledge of policies and government environment of TVET Colleges including knowledge of annual reporting requirement by Higher Education Institutions. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.

DUTIES : Assist in marketing, promotion and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting articles. Assist in the coordination of College events and communication administrations services. Assist in updating the content, design and layout of the College website. Perform other related functions in the area operation assigned by the manager.

ENQUIRIES : Ms. MF Mashitsho Tel No: (012) 401 5000

- APPLICATIONS** : Tshwane South TVET College, P O Box 151, Pretoria, 0001 or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001.
- NOTE** : Applications must be submitted on the new Z83 form which has since been in effect from 1 January 2021, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae (CV), with specific starting and ending dates in respect of all relevant positions held with clear levels and ranks description pertaining the work experience as well as at least two contactable references. Only short-listed candidates will be required to submit certified copies (not older than six months) of qualifications including academic records, drivers license and identity document on or before the interview. Please indicate the reference number and the post description of the position you are applying for on your application form, the Z83 Form must be dated, signed and the candidate must initialise both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident Permit Holder will be required to submit their permit on the day of the interview. It is the applicant's responsibility to have foreign qualifications evaluated South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late Applications received after closing date and time, incomplete, emailed, and faxed applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. It is the intention of the College to promote representativity (race, gender, and disability) in the College through the filling of these post(s). Applicants from the designated groups especially in respect of people with disabilities will receive preference. The College as the employer reserves the right not to make any appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will only 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 February 2023
- POST 04/95** : **DRIVER REF NO: HRM 03/2023**
Deputy Principal
- SALARY** : R151 884 per annum (Level 04)
CENTRE : Elangeni TVET College, Pinetown Campus
REQUIREMENTS : A grade 10 qualification/ standard 8 and valid code 08 drivers licence. Years' relevant experience in driving environment.
- DUTIES** : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handle. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Assist in the registry, Copy and fax document, Collect and deliver documentation and related items in the department.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363
APPLICATIONS : All applications must be hand delivered to Elangeni TVET College Central Office, 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license 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. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any 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 subjected 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. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
17 February 2023 at 13h00

CLOSING DATE

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