

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(WESTERN CAPE CET COLLEGE)
(THEKWINI TVET COLLEGE)**

ERRATUM: (ELANGENI TVET COLLEGE): Kindly take note that the post advertised on Public Service Vacancy Circular 18 dated 26 May 2023 they are advertised without Postal Address. The Postal address is, Private Bag X9032, Pinetown, 3600. We would like to apologize for the inconvenience caused.

OTHER POSTS

- POST 19/38** : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: CORP 03/2023 (X1 POST)**
Permanent
This is a re-advertisement, all candidates who previously applied are encouraged to apply.
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Thekwini TVET College (Central Office)
: Matric certificate or equivalent. Recognized National Diploma in Human Resource Management/ Development (NQF level 6) or equivalent relevant qualification. 2–3 years' relevant experience in Human Resource development environment. Relevant PERSAL Certificate will be an added advantage. A Certificate in Facilitation/Assessor/Moderator will be an added advantage. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.), Skills Development policy of the Department of Higher Education and Training. 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. Accuracy. Aptitude for figures. Good communication and interpersonal skills. Good planning, organizing, time management, financial skills. Analytical and problem solving skills. Good project management, presentation and report writing skills. Ability to function without supervision, work under pressure. Team Leadership and people management skills. Computer skills (MS Office). Valid driver's license.
- DUTIES** : Developing and implementing the training and development plan. Developing the Work Skills Plan (WSP) and Actual Training Report (ATR), facilitate approval and submission to ETDP SETA and ensure supervision of implementation of the WSP. Coordinate, facilitate and implement training. Manage and co-ordinate performance management. Monitor the implementation of PMDS and IQMS and ensure deadlines are met. Coordination and facilitation of training programmes. Facilitate the induction of new employees in the College. Facilitate the training and development functions for the College. Ensure overall supervision and proper implementation of awarding bursaries in line with the departmental policy. Ensure overall supervision and 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. Skills analysis of staff. Develop training strategy and plan. Be the SDF of the College. Responsible for Human Resources Planning. Control the utilization of HRD Budget. Supervise physical, financial, and other resources.
- ENQUIRIES APPLICATIONS** : Ms. Vuyiswa Madonda Tel No: (031) 2508408
: Please apply through www.thekwini.edu.za We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document)), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed

candidates only. All successful candidates will be subjected to qualifications verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful. Note: The candidate will be required to make a presentation of 5 minutes on any of the matters in the advert as part of the assessment.

- CLOSING DATE** : 22 June 2023
- POST 19/39** : **PROJECT MANAGER: INNOVATION AND ENTREPRENEURSHIP REF NO: WCCETC/SS/2023/02**
Component: Skills, Partnership, Innovation and Development
Nature of post: (2 Year Contract, College Council Paid)
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07) +37% in lieu of benefits
Western Cape CET College: Central Office: Bellville
Grade 12/ Senior Certificate plus an accredited Minimum year Degree/National Diploma in study field: Management/Business Studies/Education. SDF qualification will be an added advantage. A minimum of 3 years relevant experience is required. Proven business management and utility studies. Extensive experience and knowledge in Entrepreneurship development and RPL implementation. Knowledge, skills and understanding of all phases of the job and closely related matters. Skills development project experience. Analytical, decision making, good written and oral communication and interpersonal skills, Leadership, Managerial, problem-solving skills and MS Office Package (MS Word, Excel, Power-point).
- DUTIES** : Assist with the formulation and review of policies and procedures relating to the Skills, Partnerships, Innovation and Development Branch and particularly the implementation and QA of Recognition of Prior Learning (RPL), New Venture Creation and Business Incubation. Manage and assist with the implementation of policies and procedures relating to the roll-out of Recognition of Prior Learning (RPL), New Venture Creation and Business Incubation. Contribute to strategic and Occupational planning, its implementation and review. Participate in internal and external communication via telephone, email and in meetings. Assist with marketing and recruitment (mainly Recognition of Prior Learning (RPL), New Venture Creation and Business Incubation learners). Liaise with all relevant role players within the College (i.e., Marketing, Finance, Academics, etc.). Liaise with relevant role players outside the college (i.e., SETAs, Business & Industry). Participating in monthly and adhoc skills, planning, innovation, and development branch meetings. Accurate and timeous communication to staff. Urgent staff matters and concerns reporting and handled timeously within the SLA.
- ENQUIRIES APPLICATIONS** : Ms. N Van Wyk Tel No: (021) 180 1016/17
Applications must be hand delivered to: The Human Resources Unit, Western Cape CET College, 09 Old Paarl Road, W.J. Louw Gebou Building, Belgravia, Bellville, 7530 or electronically via email to: Recruit@WC.CETC.edu.za
- NOTE** : Applications must be submitted on new Z83 form obtainable from the college website <http://wc.cetc.edu.za/Corporate/Vacancies> or from any Public Service Department accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Please take note that correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). If you are not contacted within three months after the closing date, consider your application unsuccessful. The Western Cape Community Education Training College reserves the right not to make any appointment(s) for the advertised posts.
- CLOSING DATE** : 19 June 2023 @16:00

- POST 19/40** : **PROJECT MANAGER REF NO: WCETC/SS/2023/03**
Nature of post: (2 Year Contract, College Council Paid)
Component: Skills, Partnership, Innovation and Development
- SALARY** : R294 321 per annum (Level 07) +37% in lieu of benefits
CENTRE : Western Cape CET College: Central Office: Bellville
REQUIREMENTS : Grade 12/ Senior Certificate plus an accredited minimum 3-year Degree/National Diploma in the study field: Management/Business studies/Education. A minimum of 5 years relevant working experience is required and project management experience. Skills: Problem solving, interpersonal relations, communication, planning and organizing, report writing. Must be able to build internal and external relationships. MS Office Package (MS Word, Excel, Power-point). Ability to manage time effectively, statistical analysis and interpretation of student data.
- DUTIES** : Assist with formulation and review of policies and procedures relating to the Skills, Innovation and Development Branch and particularly the implementation and QA of occupational training and non-formal programs. Manage and assist with the implementation of policies and procedures relating to the roll-out of occupational training and non-formal programs. Contribute to Strategic and Operational Planning, its implementation and review. Participate in internal and external communication via telephone, e-mail and in meetings. Assist marketing with recruitment of Occupational Learners when needed. Liaise with all relevant role-players outside the College (i.e., SETA's, Business & Industry). Participate in monthly and adhoc skills innovation and development branch meetings. Accurate and timeous communication to staff. Urgent staff matters and concerns to be reported and handled timeously. Attend seminars and workshops related to occupational programs. Identify and liaise with Employers for work placement. Liaise with supervisors on implementation of work placement program. Oversee the management of the roll-out of the work placement programs, logbooks and learner discipline. Assist with sourcing of training venues. Nurture good and ongoing relationships with role-players. Manage and oversee facilitators, assessors, and moderators in their task of rolling out occupational training programs. Assist with the initiation and compilation of project budgets, invoices, and other appropriate financial related matters. Manage and oversee program related expenditure and revenue. Adhere to and Manage College processes and procedures relating to requisitioning, travel and substance claims, procurement leave measures, etc. All relevant records filed. Manage the compilation, signing and submission to MIS of program approval file for each new training program. Engage in identifying staff development and training needs, especially relating to newly developed programs to be implemented. Assist with induction and mentoring of staff. Check that all Facilitators/Assessors as well as Moderators has valid registration documentation from the appropriate SETA and are duly appointed by the college with valid contracts. Manage the compilation and submission of required reports to SETA's and/or according to contract and on the determined timelines. Assist MIS with learner registration and upload of learner results on the relevant SETA databases. Provide correct information, development, and maintenance of the College QMS. Introduce and manage corrective measures related to low scoring performance areas from QA audits.
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CLOSING DATE

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