

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Coastal KZN Technical Vocation Education and Training College)
Coastal KZN Technical Vocation Education and Training College is an Equal opportunity employer
inviting applications from suitable experienced applicants for these permanent posts.

- 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)
- CLOSING DATE** : 28 July 2023
- 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 as well as 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 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. 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.
- ERRATUM: (LETABA TVET COLLEGE):** Kindly note that the post of Campus Administrator, Centre: Modjadji Campus with Ref No: LET 06/01/2023 which was published on Public Service Vacancy Circular 8 dated 03 March 2023 has been withdrawn. Enquiries regarding the above information should be directed to: Mr KI Mojela / Ms PI Mokgobi Tel No: (015) 307 5440

OTHER POSTS

- POST 24/56** : **ASSISTANT DIRECTOR: MARKETING & COMMUNICATION REF NO: CAO 05 /2023**
- SALARY** : R424 104 per annum (Level 09), plus benefits
- CENTRE** : Central Admin Office (Coastal KZN TVET College)
- REQUIREMENTS** : Grade 12/Senior Certificate/Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma/Bachelor's Degree in Communication/ Marketing or equivalent qualification, plus at least 3-5 years' relevant experience in communication environment, computer literacy and an unendorsed valid driver's license. Recommendations: Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of TVET Administration. Knowledge and understanding of the Higher Education sector, specially the policies and relevant legislation. Skills: Administrative, planning and organizing, financial management, report writing, communication and interpersonal. Problem solving, team leadership and people management, planning and organizing, proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. Leadership skill.

DUTIES : Manage and coordinate marketing, promotions and branding. Develop and manage college brand identity. Manage all college signage and document branding (letterheads, certificates, etc.). Formulate and ensure implementation of the college branding strategy. Develop and produce college publications, i.e. banners, information brochures, annual reports, pamphlets and programme information. Manage public relations and media liaison services. Manage all media and general community liaison and communications. Manage all college events including exhibitions participation, prize giving, official functions and special marketing events. Coordinate of media queries and responses as when required. Tracking all the positive and negative stories on the college including forwarding these to the relevant managers. Provide photographic services and write stories for the colleges. Draft articles for the department/college 's electronic newsletter. Take pictures at the event that will make part of the article. Marketing the department through branding at these events. Sub-editor to the monthly electronic newsletter. Gather all articles from colleagues and college activities. Submit articles for compilation verify and forward for approval. Management of all Human, Financial and other resources of the unit. Render management service to the staff. Manage the development and performance of the staff. Manage the performance agreement of the staff. Regularly Communication College camping on social Media and Online Communication. Regularly maintain the content, design and layout of the college website. Coordinate College event and provide communication administrative support.

ENQUIRIES : RK Ramdev HR Unit Tel No: (031) 905 7000

POST 24/57 : **ASSISTANT DIRECTOR: INTERNAL AUDIT & QUALITY MANAGEMENT**
STSTEM REF NO: CAO 06 /2023

SALARY : R424 104 per annum (Level 09), plus benefits
CENTRE : Central Admin Office (Coastal KZN TVET College)
REQUIREMENTS : Grade 12/Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma in Internal Audit (NQF 6) or related qualification Added advantage: IIA membership and SAICA articles, at least 3 to 5 years of experience in, Internal Audit, computer literacy and an unendorsed valid driver's license. Experience in the development in policies/implementation strategies. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Internal Audit environment. Planning and organizing. Financial management. Report writing, Communication and interpersonal. Problem solving. Analytical, Client oriented, Project management, Team leadership, planning and organizing. People management, project management skills, and communication, inclusive of presentation skills. Ability to work independently as well as in a team.

DUTIES : The preparation and execution of the internal audit plan. Conduct pre-engagement meetings with College management prior to commencement of the audits. Obtain College managements approval of the audit scope prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per the annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents. The provision of secretarial support services to the audit committee. Conduct research on best practices and application of standards. Distribution and collection of audit clients' surveys for services rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are supported by the required audit evidence. Ensure that processes needed for quality management systems are established, implemented and maintained. Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, reevaluated and that records of this assessment are maintained. Oversee the development, implementation and monitoring of policies. Establishment office procedures and operating systems. Provide police support, development process and

maintain repository. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Ensure that all role players and managers are aware and understand regulatory compliance requirements. Management of staff development. Render management service to the staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.
RK Ramdev HR Unit Tel No: (031) 905 7000

ENQUIRIES

POST 24/58

**ASSISTANT DIRECTOR: RISK MANAGEMENT, FRAUD AND INTEGRITY
REF NO: CAO 07/2023**

**SALARY
CENTRE
REQUIREMENTS**

R424 104 per annum (Level 09), plus benefits
Central Admin Office (Coastal KZN TVET College)
Grade 12/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6) / Degree in Risk Management / Accounting / Internal Audit or related qualification plus at least 3 to 5 years' supervisory experience in Risk Management / Accounting/ Internal Audit and computer literacy and an unendorsed valid driver's license. Recommendations: Knowledge and experience in building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes, knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of administration reporting process and procedures. Skills: Negotiation Communication Presentation Academic Process and moderation procedures 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 management.

DUTIES

Implementing key performance areas and result indicators associated with risk management functions. Review of strategic documents and awareness of risk management and anti-fraud and corruption. Review and update of the risk management and anti-fraud and corruption prevention strategy documents (Policies, framework, charter and implementation plan) for endorsement of the committee. Embed risk management culture by developing workshop presentation and conduct strategic and operational risk assessments. Promote good and ethical environment by conducting ethics, anti-fraud and corruption awareness workshops to all employees. Identification of risks to increase the likelihood of achieving the College objectives. Facilitate strategic and operational risk assessments. Develop risk assessment project schedule, communicate the dates to relevant sections. Facilitate strategic risk identifications Facilitate strategic risk identification, assess & analysis of risks, evaluation of risks to determine the residual risk exposure and assist in development of risk mitigation plans with senior management. Facilitate operational risk identification, assess & analysis of risks, assist in development of risk mitigation plans with relevant section managers. Development of College risk profile report Ensure that the identified risks are monitored and managed to reduce the residual risk exposure. Monitor and report the implementation of actions plans to the Committees. Circulation of operational risk registers to relevant sections. Follow-up and monitor implementation of developed mitigation plans. Report the status of implementation of actions plans to the programme management meetings on monthly basis. Quarterly activity report to the oversight structures (Audit and Risk Management Committee). Ensure timely seating of the Risk Management Committee.

ENQUIRIES

POST 24/59

**ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING SERVICES REF
NO: CAO 08/2023**

**SALARY
CENTRE
REQUIREMENTS**

R424 104 per annum (Level 09), plus benefits
Central Admin Office (Coastal KZN TVET College)
Grade 12/Senior Certificate/Equivalent at NQF 4 together with a recognised three-year National Diploma (NQF6)/ Bachelor's Degree in financial management or related qualification. Three (3) to five (5) years supervisory experience in the accounting environment or the related field. Advanced computer literacy. Unendorsed valid driver's licence. Recommendations: Advanced experience in interpretation, development and implementation of policies. Knowledge of PSET and CET Act. Knowledge and understanding

PFMA. Knowledge and understanding Treasury Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of management accounting systems. Skills: Administrative, planning and organizing, report writing communication and interpersonal skills, Problem solving, Computer literacy, analytical client oriented and team leadership, Knowledge of the Public TVET sector and its regulatory legislative framework. Knowledge and understanding of the Higher Education sector. Project management skills and team leadership.

DUTIES

: Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting functions. Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leave and related personnel matters applying laid down. Human Resources procedures.

ENQUIRIES

: RK Ramdev HR Unit Tel No: (031) 905 7000

POST 24/60

: **ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION REF NO: BULU 01/2023**

SALARY CENTRE REQUIREMENTS

: R424 104 per annum (Level 09), plus benefits
 : Umbumbulu Campus (Coastal KZN TVET College)
 : Grade 12/ Senior Certificate/ Equivalent at Level 4 together with a recognised three (3) year National Diploma (NQF 6) in Public Management / Business Management / Office Management and Technology or related qualification plus at least 3 to 5 years of relevant experience in Administration related to education/HRM/Finance and SCM relevant environment. Unendorsed valid driver's licence. Recommendations: 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 centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service

DUTIES

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, planning and organizing, people management.

: Oversee the academic and student administration support services. Administer the provision of student support services. Administer the provision of student academic support services. Administer the provision of resource centre. Manage residence services. Administer student attendance. Administer student financial support. Support the implementation college sport, arts and cultural programme at campus level. Oversee student registration and examination administration process. Draw up a campus enrolment plan. Coordinate the student registration process. Ensure that student portfolios of evidence and student records are safely filed. Ensure that student information are correctly captured and reconciled. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the examination process. Coordinate certification process. Oversee and coordinate human resource administration services Coordinate Leave forms and submit to central office. Coordinate PMDS documents and submit to central office. Coordinate all conditions of services matters and submit to central office for processing. Coordinate all training and development request submit to central office. Coordinate request to advertise forms and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances and submit to central office. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation college staff wellness programme at campus level. Oversee and Coordinate financial, asset and supply chain management services. Coordinate procurement memo and requisition forms to central office for processing. Manage receive goods and services. Verify the correctness of goods and services supplied against the appropriate documentation. Coordinate and submit invoices to central office for processing. Follow-up on campus requisitions made. Coordinate asset movement forms to central office for processing. Oversee campus infrastructure, maintenance and fleet management services. Ensure the implementation of occupational health, safety and environmental management strategies and programmes at campus level. Ensure the provision of infrastructure maintenance services. Ensure the provision of fleet management services. Ensure the provision of security services. Ensure the provision of gardening and cleaning services. Provide general administration support services and maintain a proper filing system. Coordinate and gather campus information as and when requested by central office and department. Prepare submissions, memo, reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Maintain files for all campus staff. Filing of all relevant documentation according to QMS, requirements and national achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and the relevant official keeps register. Management of human, physical and financial resources: Render management service to the staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff.

ENQUIRIES

: RK Ramdev HR Unit Tel No: (031) 905 7000

POST 24/61

: **SENIOR RISK, FRAUD, ETHICS AND INTEGRITY MANAGEMENT OFFICER REF NO: CAO 09/2023**

SALARY CENTRE

: R359 517 per annum (Level 08), plus benefits
: Central Admin Office (Coastal KZN TVET College)

REQUIREMENTS

: 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</u>	:	RK Ramdev HR Unit Tel No: (031) 905 7000
<u>POST 24/62</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF NO: CAO 10/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum (Level 08), plus benefits Central Admin Office (Coastal KZN TVET College) 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 postgraduate 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.
<u>DUTIES</u>	:	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 the 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 HR Unit Tel No: (031) 905 7000

POST 24/63 : **SENIOR ADMINISTRATION OFFICER: CURRICULUM RESEARCH & DEVELOPMENT REF NO: CAO 11/2023**

SALARY : R359 517 per annum (Level 08), plus benefits
CENTRE : Central Admin Office (Coastal KZN TVET College)
REQUIREMENTS : Grade 12 certificate or equivalent. A recognised Bachelor's Degree (NQF Level 7) in Research / Economics or equivalent qualification. 3-5 years' experience in the research environment or related field. Possession of Driver's License will be an advantage. Knowledge in various research and testing methodologies. Experience using statistical analysis software. Proficient using Microsoft Suite. In-depth knowledge of the TVET sector. Strong math and statistical skills. Good practice on being objective on the application of research ethics. Well-versed in database management. Effective communicator both orally and written. Knowledge and understating of the application of Public Service legislative framework. Research. Analysing. Planning and organizing. Language. Good verbal and written communication. Basic numeracy skills. Ability to perform routine tasks. Flexibility. Team Player Skills.

DUTIES : Ensure overall supervision and participate in the Management and Governance of the College. Coordinate the collection of inputs from various sections towards the development of annual strategic and operational plan. Prepare annual college performance reports. Monitor the implementation of the annual strategic and operational plan. Coordinate the monitoring and evaluation of quarterly report. stablish Internal and external communication system and ensure that it is managed and monitored. Coordinate the communication of the strategic plan through Roadshows. Ensure overall supervision, responsiveness, and marketing of the College's curriculum. Implement DHET research strategy and college research plan. Identify research topics. Conduct research on the research topics identified. Develop research articles and research papers and ensure that they are published. Ensure overall supervision and participate in the management of the campus and learning site. Coordinate parents and community stakeholder engagement. Develop research tools; ensure that they are maintained and proper application thereof. Conduct annual community and workers' surveys. Conduct stakeholder surveys for students on NCVL2/N4. Conduct stakeholder surveys for students on NCVL4/N6. Ensure overall supervision and provide general administration support. Ensure that procurement of goods and services of the unit are in line with the procurement plan. Implement the operational plan of the unit. Update data on research reports. Update research database. Maintain research license. Supervise human, physical and financial resource.

ENQUIRIES : RK Ramdev HR Unit Tel No: (031) 905 7000

POST 24/64 : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: CAO 12/2023**

SALARY : R359 517 per annum (Level 08), plus benefits
CENTRE : Central Admin Office (Coastal KZN TVET College)
REQUIREMENTS : Grade 12 certificate or equivalent. A recognised Postgraduate Degree (NQF Level 7 or three-year National Diploma (NQF Level 6) in Human Resource Management/ Development or equivalent/related qualification. A postgraduate qualification in the relevant field/s will be an advantage. 3-5 years in Human Resource environment. Possession of Driver's License will be an advantage. Knowledge: Knowledge and understanding of PMDS and IQMS. Knowledge and understanding of coordination and facilitation of training. Understanding of

DUTIES

legislative framework governing the Public Services. Skills: Planning and organizing. Communication (Good verbal & written) Report writing, Communication and interpersonal, Problem solving. Computer literacy, Analytical, Team leadership. Customer care services.

: Supervise and ensure the implementation of training and development programmes. Conduct training needs analysis for the College. Conduct inductions for newly appointed employees in the College. Develop and implement training schedule. Market training courses in the College. Plan and conduct skills audit for the College. Ensure submission of Portfolio of Evidence when required. Supervise and facilitate the development of Work Skills Plan. Develop the Work Skills Plan (WSP) from data collected. Coordinate the Skill Development Committee (SDC) meetings. Report on the annual skills audit. Monitor the implementation of WSP. Supervise and administer bursaries in the College. Advertise bursaries according to College requirements. Administer files for transfer of bursaries to and from other Colleges and institutions. Provide professional guidance and support to managers and staff regarding bursaries and career development. Identify the needs for internship and learnerships. Administer recruitment and selection of interns and learners. Supervise and administer Performance Management Development System, Integrated Quality Management System and coordinate Training for College. Develop and implement an effective and efficient PMDS and IQMS for College staff. Conduct workshops and provide assistance with the completion of PMDS and IQMS documents. Administer, Half Yearly and Annual PMDS and IQMS Assessments for College staff. Manage database for all PMDS, IQMS and Training matters. Supervise and facilitate the development of job descriptions. Conduct annual workshop on development of job descriptions. Ensure employees submit the signed job descriptions. Administer a job description database. Supervise and formulate the Employment Equity Plan for the College. Monitor and report on the progress of implementing the Employment Equity Plan. Establish Employment Equity committee and coordinate meetings. General supervision of employees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES

: RK Ramdev HR Unit Tel No: (031) 905 7000

POST 24/65

: **TRANSPORT OFFICER REF NO: CAO 13/2023**

SALARY
CENTRE
REQUIREMENTS

: R294 321 per annum (Level 07), plus benefits
: Central Admin Office (Coastal KZN TVET College)
: Recognised Degree or three-year National Diploma (NQF 6) / in Public Management /Transport Management / Logistics or equivalent qualification. Minimum of 2 - 3 years' experience in fleet management / transport / logistics services or related field. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure. Knowledge and understanding of legislative framework governing in Public Services. Knowledge of traffic laws. Knowledge of Department of Higher Education mandate. Monitoring and evaluation. Unendorsed valid driver's Licence skills: Planning & organizing. Communication (good verbal & written). Computer Literacy. Flexibility. Customer care services. Report writing. Flexibility & Teamwork. A valid driver's license.

DUTIES

: Administer College vehicles. Ensure that college vehicles are kept in good working condition. Conduct monthly inspections of vehicles at all campuses to identify any non-complaint matters. Ensure that logbooks are always up to date. Ensure licensing and registration of College vehicles. Ensure that College vehicles are insured with the insurance brokers. Ensure the fitment of tracking devices to all college vehicles. Ensure that all newly procured vehicles are branded. Ensure the development of vehicle replacement plans. Ensure that claims are processed according to approved benchmarks for capital remuneration, fuel claims and maintenance allowances. Recover money for infringements. Administer and control petrol card. Ensure that petrol cards are renewed timeously. Ensure proper recording of petrol cards upon issuing. Ensure reconciliation of fleet report statement against the bank statement and slips. Compile the monthly/ quarterly fuel duty report. Ensure effective and efficient utilization of subsidized vehicles. Compile monthly report on the usage of all College vehicles such as kilometres travelled and costs involved. Analysing of fleet tracking records. Ensure that all vehicles incidents and accidents are attended to timeously. Supervise human resources / staff.

<u>ENQUIRIES</u>	:	RK Ramdev HR Unit Tel No: (031) 905 7000
<u>POST 24/66</u>	:	<u>CAMPUS ADMINISTRATOR (X2 POSTS)</u>
<u>SALARY</u>	:	R294 321 per annum (Level 07), plus benefits Ref No: ASALA 01/2023: AS-Salaam Ref No: UBU 01/2023: Ubuhle Bogu
<u>CENTRE</u>	:	Coastal KZN TVET College Campuses: As Salaam & Ubuhle Bogu
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma (NQF 6) in Office Management and Technology/Public Management/Business Management or relevant qualification. 2 to 3 years relevant experience in administrative environment. Recommendation: Computer Literacy (MS Word, MS Excel and MS Power Point). Unendorsed Valid Driver's License. Knowledge of office administration. Knowledge of Public Service legislations and policies. Knowledge and understanding of the TVET administration. Understanding of the Higher Education sector. Understanding of corporate governance. Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act. Understanding Cost centre budgetary, expenditure and cash flow management. Skills: Planning and organizing. Financial Management. Report Writing. Communication and Interpersonal. Analytical. Client Oriented. People Management. Problem solving. Team Leadership.
<u>DUTIES</u>	:	Render administrative support services. Draw up a campus enrolment plan for both NCV and report 191. Gather departmental information and compile a report for A-TEAM and Campus Management. Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. 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 wellness programme at campus level. Provide procurement services. Recommend purchase requisitions to Campus Manager. 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 Follow-up on campus requisitions made. Maintain a proper filing system. Maintain files for all campus staff. Filing of all relevant documentation according to QMS, requirements and national achieve Act. Administer student registration and examination process. Assist in the registration of students. Store student portfolios of evidence and student records. Scan documents of students. Capture and reconcile information for students. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the student registration process. Coordinate the examination process.
<u>ENQUIRIES</u>	:	RK Ramdev HR Unit Tel No: (031) 905 7000