

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Northern Cape Community Education and Training College)
(Tshwane South TVET College)
(Thekwini TVET College)

OTHER POSTS

- POST 31/19** : **ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION REF. NO:09/02/2023**
 (Re-Advertisement)
- SALARY CENTRE REQUIREMENTS** :
- : R424 104 per annum (Level 9) plus benefits
 - : Tshwane South TVET College
 - : Appropriate bachelor's degree or an equivalent three-year tertiary qualification which includes teaching as a qualification (minimum of REQV 13). Minimum of five years relevant experience in Administration related to educative teaching and learning, Human Resource Management, and general administration environment. Minimum of three years supervisory experience. Proven Knowledge of public service regulations, prescripts, and Acts. Proven knowledge and understanding of Higher Education and TVET sector. A clear understanding of Corporate Governance. Understanding of Cost Centre budgetary expenditure and cash flow management. Computer Literacy (MS Package). Good Communication Skills (written and verbal) and people skills. Planning and organising. Report Writing, Problem-Solving. Must be willing to work long hours and travel extensively.
- DUTIES** :
- : Oversee the academic and student administration support services. Oversee the student and examination administration process. Oversee and coordinates human resource administration service. Provide general administration support services and maintain the proper filing system. Guides and monitors the implementation of all learning programmes. Guides support, monitors, and assesses in lecturer appraisal processed to regularly review their professional practice with the aim of improving teaching, learning, and management (IQMS (Integrated Quality Management System)) Perform any other related functions as delegated by the Manager.
- ENQUIRIES APPLICATIONS** :
- : Ms. S Devenish; Tel no: (012) 401 5000
 - : 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, driver's license, and identity documents 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 and 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 Holders 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 the 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 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** : 15 September 2023
- POST 31/20** : **ASSISTANT DIRECTOR: OFFICE MANAGER PRINCIPAL'S OFFICE REF. NO: 09/03/2023.**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum (Level 9) plus benefits
: Tshwane South TVET College
: Recognised three (3) year National Diploma/ bachelor's degree (NQF 6) in Public Management/ Business Management/ Office Management and Technology or related qualifications. Minimum of five years' relevant experience in Strategic Planning and administrative environment. Minimum of two years of supervisory experience in Strategic Planning and administrative environment. Proven Knowledge of public service regulations, prescripts, and Acts. Proven knowledge and understanding of Higher Education and the TVET sector. A clear understanding of Corporate Governance. Understanding of Cost Centre budgetary expenditure and cash flow management. Computer Literacy (MS Package). Good Communication Skills (written and verbal) and people skills. Planning and organising. Report Writing and problem-solving. Project Management. Must be willing to work long hours and travel extensively.
- DUTIES** : Render Administrative/ executive service 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. Conduct research and provide expert administration advice to the principal and other officials in the College. Quality assures all incoming and outgoing correspondence in the office of the principal. Oversee and monitor the budget in the office of the principal. Establish and implement effective records management system in the office of the principal. Responsible for the management of reports and monitoring implementation of resolutions thereof. Provide secretarial support to the College Council, Committees, Academic Board, College Management, and other Stakeholders. Develop and maintain annual meeting schedule. Coordinate and arrange all meetings, proceedings, and activities relating to the Office of the Principal and Council Structure. Provide Strategic management, monitoring, and evaluation services. Facilitate and coordinate operational and Strategic Planning process. Coordinate and compile a strategic operational plan. Facilitate the development and implementation of service delivery improvement plans and initiatives. Perform any relevant related functions delegated by the manager.
- ENQUIRIES APPLICATIONS** : Ms. MF Mashitsho; Tel no: (012) 401 5000
: 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, driver's license, and identity documents 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 and signed and the candidate must initial both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders 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 the 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 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** : 15 September 2023
- POST 31/21** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF. NO: 09/04/2023.**
- SALARY** : R424 104 per annum (Level 9) plus benefits
- CENTRE** : Tshwane South TVET College
- REQUIREMENTS** : Recognised three (3) year National Diploma/ Bachelor's degree (NQF 6) in Financial Management or related qualifications. Minimum of three to five years relevant experience in financial accounting/ Senior State Accounting or related field. Chartered Accountant accreditation will be an added advantage. Knowledge of financial management systems. Knowledge of National Student Financial Aid Scheme-related legislation. Knowledge of PSETA and CET Act. Knowledge of GRAP (Generally Recognised Accounting Practices) Standards. Knowledge of Treasury Regulations. Problem-solving skills. Analytical skills. Computer Literacy. Planning and organising skills.
- DUTIES** : Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee the safeguarding of source documents and face value. Oversee the identification and accurate recording of debts owed to the department. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the accurate allocation of monies received. Oversee the monitor income against budget and review reconciliations. Oversee and implement the Audit recommendations through the development of an Audit Action Plan for both Internal and External Audits. Assist with Annual financial statements and review disclosure notes. Oversee and collate financial support information for planning purposes. Ensure completeness and accuracy of financial information. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assurance of all payroll transactions. Authorises reimbursement transactions on the accounting system. Authorises payment to third parties (employer contributions to pension funds, medical aid funds, tax contributions, and reconciliation, etc.) outside the payroll system. Oversee verification of information for payroll certification. Oversee verification of source documents. Oversee the quality assurance, safeguarding, and verification of source documents. Ensure that expenditure is in line with budget and item provisioning. Oversee creditor reconciliation (ensure that services provided are paid timely and correctly). Oversee and reconcile payment requests with budget provisions and the available funds. General supervision of employees.
- ENQUIRIES** : Ms. S Devenish (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
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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 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** : 15 September 2023
- POST 31/22** : **SENIOR PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT REF. NO: 08/01/2023.**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum plus benefits
: Tshwane South TVET College
: Recognised National Diploma (NQF 6) in Communication/ Marketing/ Public Relations or an equivalent qualification. Minimum of two to three years' experience in a Marketing and Communication environment. Knowledge of Social Media practice and channels. Understanding the importance of brand guidelines, and graphic design and applying them across a range of channels. Knowledge and understanding of stakeholder management. Knowledge and understanding of events management. Knowledge and understanding of digital marketing. Knowledge and understanding of website maintenance. Knowledge and understanding of the applications of the Public Service legislative Framework.
- DUTIES** : Provide internal and external communication services. Provide marketing, promotions, and branding services. Provide public relations and media liaison services. Provide photographic services and drafting of articles. Coordinate college events. Provide and maintain the content design and layout of the College website. Perform any other duties as assigned by the manager.
- ENQUIRIES APPLICATIONS** : Ms. S Devenish; Tel no: (012) 401 5000
: Tshwane South TVET College, P O Box 151, Pretoria, 0001, or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Beard 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, driver's license, and identity documents 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 and signed and the candidate must initial both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders 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 the 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 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** : 15 September 2023

<u>POST 31/23</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF. NO: 08/02/2023</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R359 517 per annum plus benefits Tshwane South TVET College Recognised National Diploma (NQF 6) in Labour Relations/ Employment Relations/ Human Resource Management or an equivalent qualification. Minimum of three to five years experience in Labour Relations or Human Resource Management environment. Knowledge of the Labour Relations Act, Public Service Legislations, and policies related to Human Resource Management. Knowledge of implementing GPSCBC and GPSSBC resolutions. Knowledge and understanding of the Bargaining process, grievance, and dispute resolution process. Must have a sound knowledge of Labour Relations statutes, International Labour Organisation. Knowledge and understanding of the TVET/CET Administration, Higher Education sector (PSET and CET) as well as knowledge of PERSAL. Must have good investigation and negotiation skills, planning and organisation skills, Report writing, problem-solving, and be Client orientated.
<u>DUTIES</u>	:	Ensure the overall supervision and proper implementation of labour relations guidelines and processes. Ensure proper implementation of the resolution of disciplinary cases, grievances, and dispute processes. Ensure proper implementation of misconduct case processes, as well as collective bargaining and dispute resolutions. Represent the employer and monitor the implementation of litigation outcomes. Ensure sound employment relationships. Monitor PERSAL and database on the grievance, disputes, misconduct, and collective bargaining. Supervise human, physical, financial, and other resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Devenish; Tel no: (012) 401 5000 Tshwane South TVET College, P O Box 151, Pretoria, 0001, or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Beard Street, Pretoria, 0001
<u>NOTE</u>	:	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, driver's license, and identity documents 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 and signed and the candidate must initial both pages of the Form. Applications submitted using the old Z83 Form will not be accepted. Non-RSA Citizens/Permanent Resident, Permit Holders 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 the 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 qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
<u>CLOSING DATE</u>	:	15 September 2023
<u>POST 31/24</u>	:	<u>PROJECT COORDINATOR</u> (Contract Three years)
<u>SALARY CENTRE</u>	:	R359 517 per annum (Level 08) plus 37% lieu benefits Northern Cape Community Education and Training College

- REQUIREMENTS** : Grade 12 or equivalent qualification and an appropriate recognised 3 – year National Diploma / bachelor's degree or equivalent qualification in Management/ Business Administration. A Diploma in Project management will be added advantage. Five years relevant working experience with traceable reference in the field of project Management. Ability to analyse, interpret policies and develop proposals and Memorandum of Understanding and Valid driver's licence and preferably having own vehicle. The relevant experience where such experience includes: A thorough understanding of financial management and accounting principles, with the ability to consolidate sets of accounts in the required format/s. The ability to investigate and reconcile multiple accounts is essential. Previous experience in community engagement would be an advantage. Previous experience in writing a requirement e.g. fundraising proposals or reports or academic papers etc. Previous experience working within a computerised accounting environment and having worked with Excel at an advanced level. Previous experience in working with word-processing (including being able to create and maintain databases), email and the internet. Previous experience in setting up and maintaining filing and administrative systems. Candidates who are certified bookkeepers (i.e., they belong to a professional body) will be at a distinct advantage. A Drivers licence is a distinct advantage.
- DUTIES** : Recruitment of learners, Administer the induction of learners, ensuring portfolio of evidence of the facilitators/ learners are compiled for compliance with the quality Councils, ensure that the assessment reports received are processed and safely filed, uploading of learners and their results on / quality Councils SETA database system, Handling the certification of learners with relevant ETQA Distribution of tools, Learning material and PPE, Liaise with SETA, service providers and other divisional managers on matters regarding learners / students, Monitoring of learners on sites and in learning, prepare invoice for the funders, Consolidating reports for monthly or scheduled reporting administer/ Prepare all project meetings, Consolidate project data for monthly and quarterly reporting, Reconcile monthly project expenditures. Assist in the compilation report on finances of the project to funder, Capture student monthly stipend claims on excel and prepare them for submission to procurement and finance for payment. Responsible for projects office clerical functions like faxing, printing, photocopying of documents, telephone enquiries and safe keeping of documents.
- ENQUIRES** : Ms Masabatha Phakathe, Human Resources, Tel no: 053 753 2014/ 063 241 2385.
- APPLICATIONS** : All applications must be forwarded to: Corporate services, Northern Cape Community Education and Training College, 19 Oliver Road, Klisserville, Kimberley, 8301
- FOR ATTENTION CLOSING DATE** : Ms Eugenia Phaladi, Human Resources, Tel no: 053 753 2014/ 084 717 1645.
: 22 September 2023 at 16h00
- POST 31/25** : **LABOUR RELATIONS PRACTITIONER REF NO: ER 01/2023 (X1 POST)**
Permanent
Section: Employee Relations
- SALARY CENTRE REQUIREMENTS** : R294 321.per annum (Level 7), plus benefits
: Thekwini TVET College (Central Office)
: Matric certificate or equivalent A recognized REQV13 qualification in Labour Relations/ Employment Relations/ Human Resource Management or equivalent qualification Minimum of 1-2 years' experience in Labour Relations or Human Resource Management environment or related field. Computer literacy (MS Office) Valid drivers' license Knowledge of Labour Relations Act, Public Services Legislations and Policies related to human resource management Sound knowledge of Labour Relations statutes Knowledge and understanding of the TVET administration Leadership and management skills, good communication skills and interpersonal skills Problem solving Ability to maintain high level of confidentiality Knowledge of Persal System Knowledge and understanding of bargaining process and dispute resolutions Sound knowledge of International Labour Organization (ILO).
- DUTIES** : Maintain and promote sound employment relations in the College Conduct investigations and facilitate the resolution of disciplinary cases, grievances, and dispute processes Represent the employer in the disciplinary hearings, disputes and facilitate the Implementation of litigation outcomes Ensure engagement between organized labour and management of the College

		Capture and update Persal and database on grievances, dismisses. ENQUIRIES and collective bargaining Prepare reports for management of on employee relations issues.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Vuyiswa Madonda, Tel No: 031 2508400, EXT 408
	:	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.
<u>NOTE</u>	:	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.
<u>CLOSING DATE</u>	:	15 September 2023
<u>POST 31/26</u>	:	<u>INFORMATION TECHNOLOGY TECHNICIAN REF. NO: 07/03/2023 (4 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum (Level 7) plus benefits
	:	Tshwane South TVET
	:	Recognised National Diploma in Information Technology (IT)/ Computer Science or an equivalent qualification. Minimum of one to two years' experience in an Information Technology environment. A+ and ITIL V3 Foundation will be an added advantage. Valid code B driver's license. Software and Hardware support (Windows Microsoft) Knowledge of IT hardware and software. Understanding of desktop, networking, and voice communication infrastructure. Programme installations. Full comprehension of IT first and second line of IT support. Effective customer relations.
<u>DUTIES</u>	:	Assist in the management of Service Desk and Desktop support function services. Install, maintain, and support telephone systems and networks. Provide technical support for the configuration, installation, repair, and replacement of computers, printers, and telephones. Provide support for data migration during computer setup. Rendering of IT information management services: Plan, Develop, and improve computer-based information systems. maintain information management systems such as databases to ensure the integrity and security of data.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Devenish; Tel no: (012) 401 5000
	:	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
<u>NOTE</u>	:	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, driver's license, and identity documents 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 and 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 Holders 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 the 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 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** : 15 September 2023
- POST 31/27** : **COMMUNICATION OFFICER REF. NO: 07/04/2023**
- SALARY** : R294 321 per annum (Level 7) plus benefits
CENTRE : Tshwane South TVET College
REQUIREMENTS : Recognised National Diploma in Supply Chain Management/ Logistics/ Public Management (NQF 6). Minimum of three to five years' experience in Supply Chain Management. BAS, LOGIS, and MIS (Management Information System) will be an added advantage. Knowledge and understanding of legislative Framework governing Public Services. Knowledge of Supply Chain Policies. Computer Literacy. Customer care services. Report writing.
- DUTIES** : Ensure overall supervision and render a bidding administration function for the College Bid Committees. Ensure overall supervision and administer the procurement of goods and services through effective and efficient demand management services. ensure overall supervision and provide effective Contract Management services to the College. Ensure human, physical, and financial resources. Perform any other duty as assigned by the manager.
- ENQUIRIES** : Ms. MF Mashitsho; Tel no: (012) 401 5000
- POST 31/28** : **SECRETARY IN THE OFFICE OF THE PRINCIPAL REF. NO:05/04/2023**
- SALARY** : R202 233 per annum (Level 5) plus benefits
CENTRE : Tshwane South TVET College
REQUIREMENTS : Grade 12 or National Certificate Vocational (Level 4) certificate. An appropriate three-year diploma or an equivalent (NQF Level 6) qualification in an administrative field will be an added advantage. Good communication skills (written and verbal), ability to read, write, and pay attention to details. Sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office and sound organizational skills. Willingness to work extra hours when required.
- DUTIES** : Receive telephone calls and refer the call to the correct role players, record appointments and events in the diary of the manager. Types documents for the manager and other staff within the unit. Liaise with travel agencies to make travel arrangements. Verifies the arrangements when the relevant documents are received. Arranges meetings and events for the manager by identifying venues, inviting role players, organise refreshments, and setting up schedules for meetings and events. Processes travel and subsistence claims. Processes all invoices that emanate from the activities to the work of the manager. Records basic minutes of the meetings of the manager where required. Draft routine correspondence and reports. Does the filing of the documents for the manager and the unit where required. Receives, records, and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments, etc. Collects all relevant documents to enable the manager to prepare for meetings. Remains abreast with all the procedures and processes applicable to his/her work terrain to ensure efficient and effective support to 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
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academic records, driver's license, and identity documents 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 and 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 Holders 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 the 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 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

: 15 September 2023