

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

The College is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the College through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.

- CLOSING DATE** : 10 February 2017 at 16h00 applications received after the closing date or faxed applications will not be considered.
- NOTE** : interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive cv as well as certified copies of all qualifications, identity document (id) and drivers licence (where it is required). it is the applicant's responsibility to have foreign qualifications evaluated by the south African qualification authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

OTHER POSTS

- POST 03/29** : **RISK MANAGER REF NO: KHC 01-10/2017**
Permanent Post
- SALARY** : R389145 per annum SL10
- CENTRE** : Admin Centre – Butterworth King Hintsa Technical and Vocational Education And Training (Tvet) College
- REQUIREMENTS** : Grade 12/ NCV Level 4/ NSC Senior Certificate and an appropriate B Degree or equivalent NQF level 6 qualification in Risk Management/Accounting/Auditing or any relevant qualification. Five years' experience working in relevant field and three years' work at supervisory position. Completed articles will be an added advantage. Understanding of Risk Management principles. Effective organizing and management skills. Understanding of National Treasury Risk Management Framework * Membership to the Institute of Risk Management will be an added advantage Extensive knowledge of ERM frameworks and working principles *Strategic planning skills that involves setting up ERM *Good communication skills and ability to communicate at all levels. Excellent organizational and interpersonal skills; Computer literacy (Excel, Word, Outlook, etc.); Visionary Strategic thinking and decision-making capabilities Ability to influence other people. Driving force and enthusiasm. Competencies to all Candidates: Communication Skills (written, verbal and non-verbal). Good organisational, administration and planning skills. Ability to work effectively under pressure and without immediate supervision. Problem solving skills. Time management skills. Willingness to work after hours as and when required. Self-motivated and good computer skills. The successful candidate will be required to sign a Performance Agreement with the College. The College reserves the right to nullify or cancel an employment contract and recover all costs incurred by the College including remuneration, advertisement, etc. should it be discovered that the successful candidate submitted false or insufficient information which resulted in the contravention of the provisions of College Policies or any other relevant legislation. The College adheres to the requirements of the EEA, BCEA etc. and all appointments will be based on Employment Equity Plan.
- DUTIES** : Develop, implement and revise the College Risk Management policies and procedures. Develop/review appropriate risk methodologies for the College. Facilitate and coordinate risk identification and assessment process Maintain risk register Monitor all risk mitigating projects. Report to the Audit Committee and Fraud and Risk Management Committee in predetermined format and content

Educate and train the leadership, staff and business associates as to the risk management program, and their respective responsibilities in carrying out the risk management program. Lead, facilitate and advise departments in designing risk management programs within their own departments. Drive the implementation of fraud prevention initiatives as well as lead, develop and assist management in implementation of internal control strategies to mitigate fraud. Define and deploy fraud prevention and detection techniques and systems. * Prepares and presents reports on forensic audits to senior/executive management. To keep abreast of developments, emerging trends and latest technologies in the profession* Assist during fraud investigations.

ENQUIRIES : Mr MM Ndzame at 047 401 6400
APPLICATIONS : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.

POST 03/30 : **PROJECT MANAGER (ASSISTANT DIRECTOR LEVEL 9) 3 YEARS**
CONTRACT REF NO: LET 001/2017

SALARY : R311 784 pa (plus 37% in lieu benefits)
CENTRE : Central Office (Tzaneen)
REQUIREMENTS : An appropriate Bachelor of Commerce Degree / National Diploma majoring in Accounting. At least a certificate in Project Management. Five years relevant working experience in skills development of which two years must be on a supervisory level. Solid experience in Learnerships and Skills programmes will be an added advantage. Advanced Computer Skills in MS Office packages. Good communication and Negotiations, Report writing and presentation Skills. Sound knowledge of Educational and Financial Legislations.

DUTIES : Plan, schedule, implement and conduct monitoring of projects. Ensure that the College is accredited with relevant SETAs; Develop and implement project implementation plans and cash flow, compile budgets and budget controls; Manage and implement College projects; Communicate and liaise with Service Providers rendering the projects according to budget and schedule; Administering the salary and invoice claims; Registration of students for trade testing; Ensure that the College adheres to all the relevant bodies policies such as QCTO, NAMB, SETAs etc; Ensure that the College adheres to the terms and conditions stipulated by the funders; Coordinate and monitor the job placements for students into skills programmes; Monitoring the College Projects; Compile monthly reports and present to all levels of College Management.

ENQUIRIES : Mr P Mokhonazi/Ms SM Muhlarhi (015 307 5440/3955)
APPLICATIONS : Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag x 4017 TZANEEN, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

POST 03/31 : **DEPUTY MANAGER: FINANCE (ASSISTANT DIRECTOR LEVEL 9) 2 YEARS**
CONTRACT REF NO: LET 002/2017

SALARY : R311 784 pa (plus 37% in lieu benefits)
CENTRE : Central Office (Tzaneen)
REQUIREMENTS : An appropriate Bachelor Degree or National Diploma or equivalent tertiary qualification majoring in Financial Management / Accounting. Five years relevant working experience in Finance of which two years must be on supervisory level. (Completed SAICA/SAIPA articles with an Audit firm would be an added advantage – proof should be attached). An understanding of the Public Finance Management Act, 1999 (PFMA), Generally Recognised Accounting Principles (GRAP), Supply Chain Management, Preferential Procurement Policy Framework and Treasury Regulations; Knowledge of Pastel and experience in drawing financial statements. Skills and attributes: Communication and interpersonal, Conceptual, analytical, presentation, report writing, leadership, computer literacy, problem solving and negotiation skills.

- DUTIES** : Monitor and report on expenditure and income as well as financial performance in accordance with the PFMA and treasury Regulations; Manage the creditors payments function by ensuring that all transactions are supported by authentic and verifiable source documents; Investigate and clear suspense account; Perform month end closure and compilation of monthly, quarterly reports and annual financial statements for Management and Council; assist with the preparation of the Budget, Initiate monthly accrual journals; Asset management; Supply Chain Management and Contract management; Manage the staff and resources within the unit; Strengthen internal controls on financial management; Prepare the audit file for auditors and assist with resolving of audit queries.
- ENQUIRIES** : Mr P Mokhonazi/Ms SM Muhlarhi (015 307 5440/3955)
- APPLICATIONS** : Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag x 4017 TZANEEN, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- POST 03/32** : **ADMINISTRATION CLERK: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: LET 003/2017**
- SALARY** : R142 461 per annum
- CENTRE** : Central Office (Tzaneen)
- REQUIREMENTS** : Matric or National Senior Certificate with a three years National Diploma in Human Resource Management or equivalent qualification. A minimum of two years' experience in Human Resource environment. Knowledge of Public Service Records Management and General Registry functions, Must be conversant with all aspects of HR and be able to implement and advise officials, knowledge of PERSAL system; Good verbal and written communication skills. Be able to treat matters and information confidentially. Rendering professional advice to line function on the effective and efficient interpretation and implementation of the College HRM policies and other related prescripts, Computer literacy (MS Word, MS PowerPoint, MS Excel and MS Outlook). A valid driver's license.
- DUTIES** : Administer all Human Resource functions including PMDS Management, Recruitment and Selection, Typing and drafting of letters, memoranda and submissions. Administer all conditions of service functions on PERSAL concerning appointments, transfers, promotions, upgrading, translations, movements and termination of service, probation periods, recognition of higher qualifications obtained, PILIR cases, recognition of long services, acting appointments, State Guarantees, housing and home owner's allowances. Assist with all aspect of pension administrations. Manage leave applications and records. Handling of all HRM administration functions. Compile daily statistics and update databases.
- ENQUIRIES** : Mr P Mokhonazi (015 307 5440/3955)
- APPLICATIONS** : Please forward your application, quoting the reference number to: the Principal, Letaba TVET College, Private Bag x 4017 TZANEEN, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.