

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

NOTE : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability

OTHER POSTS

POST 11/13 : **ASSISTANT DIRECTOR: HR REF NO: KHC 05 -10/2017**
(King Hintsa Technical and Vocational Education and Training (TVET) College

SALARY : R389 145 per annum, Level 09
CENTRE : Admin Centre – Butterworth
REQUIREMENTS : Grade 12 / equivalent qualification plus a three-year Bachelor Degree/Diploma in Human Resource Management or relevant qualification in the related field, with 7-years' experience in HRM plus 2 years' supervisory experience. Knowledge of Human Resource Information Systems, the Public Service Regulatory Framework, and Human Resource Legislations and Prescripts, Client Orientation and Customer Focus, Knowledge of Financial Management is required, Decision Making, Business Report Writing, Written and Communication skills, Planning and Organizing, Presentation Skills, Problem Solving, Strong Analytical Skills, Influencing and Networking, A valid driver's licence is essential as traveling and extended working hours may be required. 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 computer skills. Candidates must be professional at all-times regardless of the visitors' behaviour.

DUTIES : The successful candidate will be responsible for, amongst others, the following specific tasks: Implement recruitment, conditions of service and service benefits, policies and procedures. Facilitate, coordinate and implement advertisement, recruitment and selection processes. Provide seamless service and consistent application of Recruitment policies, processes and supports common HR systems implementation. Administer the conditions and service processes i.e. leave termination of service and pension matters. Oversee the maintenance of records management on employee files and on PERSAL. Facilitate and monitor the implementation of the Performance Management and Development System as well as the management of probation. Provide expert advice and technical support on performance management and development system, including performance moderations. Ensure continuous development, implementation and maintenance of the Performance Management and Development Systems. Ensure the implementation of integrated performance management and skills development policies. Ensure alignment of incentives with budget as prescribed by the incentives Policy Framework as well as the individual and organisational performance. Manage the implementation of compensation and reward strategies to effectively distinguish top performers. Analyse the overall performance result of employees and provide advice on relevant interventions. Manage and monitor Performance Agreements of members of Senior Management Services in compliance with Chapter 4 of the SMS handbook. Provide advice to Appeal Committee on grievances emanating from performance assessment outcome. Recommend suitable training courses and quality assure development programs. Conduct skills audit to determine the department's and employee current skills needs. Participate in the skills development committee. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage compliance of the unit against finance, asset

management, supply chain and procurement regulations and policy requirements. Manage the financial resources of programmes and projects in charge of in accordance to the PFMA. Identify and monitor financial risks in relation to the projects in the unit. Ensure on-going education to maintain knowledge and stay abreast of developments in relation to departmental requirements.

ENQUIRIES : Deputy Principal: Corporate Services or Human Resources Tel no: (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.

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/14 : **SENIOR EDUCATION SPECIALIST 2 POSTS REF NO: GTVETC 10/03/2017**
Goldfields TVET College

SALARY : R342 753 – R779 253 per annum, Post Level: 3
CENTRE : Tosa Campus
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4an appropriate recognised 3 years' bachelor's degree or diploma in Engineering Studies (REQV13) which must include teaching qualification plus 3-5 years teaching experience in the field of Engineering Studies (TVET College teaching experience will serve as a recommendation). Must be qualified as assessor and a moderator. Registration with SACE. Knowledge of Report 191 and NCV Programmes. Must be Computer Literate (MS Word, Excel, and PowerPoint). Computer Aided Draughting will serve as recommendation. A valid driver's licence. Excellent communication and presentation skills. Report writing skills and an ability to work independently. Must be willing to travel to attend meetings and trainings.

DUTIES : Ensure that the college provides innovative learning programs which are responsive to Business, Commerce, Industry and Community needs in collaboration with the College Council, Academic Board. Manage and control activities of the department, assist with learner affairs and job placement; Ensure that on-the-job training of learners take place; Plan and implement quality management in the department or division; Contribute to the drafting of a year planner in advance featuring all operations; Promote outcomes-based education, skills training and Learnerships; Ensure that programmes are offered which will equip learners with employable skills. Analyse, interpret and make recommendations based on statistics; Contribute to the management of diploma ceremonies; Manage and control part-time studies, support tuition and afternoon classes; Manage and control the National Examinations and Assessments. Establish and maintain records of staff attendance, department or divisional structure. Communicate circulars. Draw up the learning delivery timetables (class and subject allocation). Assist the Campus Manager with management of IQMS. Determine training needs and organise capacity building workshops. Plan for assessment and compile analysis of results; Participate in LAC; Support and motivate Senior Lecturers; Encourage and sustain academic excellence and improve learner performance. Must be willing to rotate in Part-time programmes monitoring.

ENQUIRIES : DR RS Radile Tel no: (057) 910 6000
APPLICATIONS : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/15 : **SENIOR EDUCATION SPECIALIST 2 POSTS REF NO: GTVETC 11/03/2017**
Goldfields TVET College

SALARY : R342 753 – R779 253 per annum Post Level: 3
CENTRE : Tosa Campus
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4an appropriate recognised 3 years' bachelor's degree or diploma in Business Studies (REQV13) which must include teaching qualification plus 3-5 years teaching experience in the field of Business Studies (TVET College teaching experience will serve as a recommendation). Must be qualified as assessor and a moderator. Registration with SACE. Knowledge of Report 191 and NCV Programmes. Must be Computer Literate (MS Word, Excel, and PowerPoint). A valid driver's licence. Excellent communication

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| | | and presentation skills. Report writing skills and an ability to work independently. Must be willing to travel to attend meetings and trainings. |
| <u>DUTIES</u> | : | Ensure that the college provides innovative learning programs which are responsive to Business, Commerce, Industry and Community needs in collaboration with the College Council, Academic Board. Manage and control activities of the department, assist with learner affairs and job placement; Ensure that on-the-job training of learners take place; Plan and implement quality management in the department or division; Contribute to the drafting of a year planner in advance featuring all operations; Promote outcomes-based education, skills training and Learnerships; Ensure that programmers are offered which will equip learners with employable skills. Analyse, interpret and make recommendations based on statistics; Contribute to the management of diploma ceremonies; Manage and control part-time studies, support tuition and afternoon classes; Manage and control the National Examinations and Assessments. Establish and maintain records of staff attendance, department or divisional structure. Communicate circulars. Draw up the learning delivery timetables (class and subject allocation). Assist the Campus Manager with management of IQMS. Determine training needs and organise capacity building workshops. Plan for assessment and compile analysis of results; Participate in LAC; Support and motivate Senior Lecturers; Encourage and sustain academic excellence and improve learner performance. Must be willing to rotate in Part-time programmes monitoring. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mofokeng MA Tel no: (057) 910 1605 |
| | : | Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area |
| <u>CLOSING DATE</u> | : | 31 March 2017, applications received after the closing date or faxed applications will not be considered. |
| <u>POST 11/16</u> | : | <u>EDUCATION SPECIALIST: PL2 (SENIOR LECTURER) REF NO: KHC 2017/04</u> (King Hintsa Technical and Vocational Education and Training (TVET) College) |
| <u>SALARY</u> | : | R287 862 per annum |
| <u>CENTERE</u> | : | Msobomvu Campus |
| <u>REQUIREMENTS</u> | : | STD 10/ Grade12 or equivalent, recognised 3-year Degree/Diploma related field and Teacher/Educator qualification. Strong programme and subject-matter expertise. At least three years teaching experience, preferably in a TVET College. Experience in supervision will be an advantage. SACE registration. Competencies: Computer skills in MS Word, MS Excel and PowerPoint. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, problem solving and innovation skills. Good planning, organising, monitoring and evaluation skills. |
| <u>DUTIES</u> | : | Assist with enrolment, registration and induction of students. Facilitate general academic and career development of students. Prepare lesson plans and lecture students in compliance with the College Annual academic plan, the Campus time table and the Colleges' Quality Management System. Co-ordinate the procurement of the Programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that have impact on teaching and learning within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with Lecturers, Head of Departments and Student Support Officers in providing support interventions to students. Assess students, capture marks and maintain the necessary documents. Manage and monitor staff and students' attendance. Ensure the smooth running of the department and submit regular reports to the Head of Department. Chair meetings for subjects under his/her supervision and manage the performance of lecturers and students within the department. Moderate POEs' and POAs'. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr MM Ndzame Tel no: (047) 401 6400 |
| | : | 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. |
| <u>CLOSING DATE</u> | : | 31 March 2017, applications received after the closing date or faxed applications will not be considered. |

POST 11/17 : **EDUCATION SPECIALISTS REF NO: GTVETC 12/03/2017**
Goldfields TVET College

SALARY : R287 862 – R 719 643 per annum, post level 2
CENTRE : Tosa Campus
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4 recognised 3-year Degree/Diploma in Electrical Engineering which must include a Teachers qualification. At least 2-3 years lecturing experience, preferably in a TVET College. An Artisan qualification as well as accreditation as an Assessor and Moderator plus industrial experience would be strong recommendations. Ability to conduct practical training. Extensive knowledge of academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle quantitative and qualitative information, analyse and present it cogently and effectively as a basis for decision-making. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and PowerPoint). A valid driver's licence.

DUTIES : Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College annual academic plan, the Campus time-table and the College's Quality Management system. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Chair meetings of Lectures and Students within the department.

ENQUIRIES : DR RS Radile Tel no: (057) 910 6000
APPLICATIONS : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/18 : **EDUCATION SPECIALISTS: 2 POSTS REF NO: GTVETC 13/03/2017**
Goldfields TVET College

SALARY : R287 862 – R 719 643 per annum, post level 2
CENTRE : Welkom Campus
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4 recognised 3 year Degree/Diploma in Business Studies which must include a Teachers qualification. At least 2-3 years lecturing experience, preferably in a TVET College. An accreditation as an Assessor and Moderator would be strong recommendations. Ability to conduct practical training. Extensive knowledge of academic assessment and moderation procedures. Sound knowledge of the TVET Colleges landscape DHET policies pertinent to teaching and learning. Ability to handle quantitative and qualitative information, analyse and present it cogently and effectively as a basis for decision-making. Ability to handle pressure and meet deadlines. Strong leadership, communication, monitoring and evaluation, negotiation, networking, reporting, conflict resolution and problem solving skills. Strong events and project management skills. Ability to manage performance and provide critical feedback in an objective manner. Proven track record of successfully managing and coordinating the implementation of planned goals and working with a range of professional

colleagues. SACE registration. Advanced computer skills (MS Word, MS Excel and Powerpoint).A valid driver's licence.

DUTIES : Assist with recruitment, registration and induction of students. Facilitate general academic and career development of students. Prepare and present lessons in compliance with the College annual academic plan, the Campus time-table and the College's Quality Management system. Co-ordinate the procurement of the programme's training needs. Provide guidance on syllabi, curriculum and learning outcomes. Implement and monitor all policies that impact on learning delivery including examination and certification of students within the department. Create a conducive classroom environment and ensure efficient classroom management and discipline of students. Liaise with the Lectures, Head of Department and Student Support Officers in providing support interventions to students. Assess students, capture marks, analyse, interpret, effect appropriate remedial action and maintain the necessary ICASS and ISAT records. Facilitate the distribution of textbooks and student packs. Manage and monitor staff and student attendance. Manage and facilitate Students Work Based Experience as well as Lectures work place integrated learning. Ensure the smooth running of the department and submit regular reports to the HoD. Chair meetings of Lectures and Students within the department.

ENQUIRIES APPLICATIONS : DR RS Radile Tel no: (057) 910 6000

CLOSING DATE : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area

POST 11/19 : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

PLACEMENT OFFICER REF NO: KHC 07 -10/2017
(King Hintsa Technical and Vocational Education and Training (TVET) College)
3 Year Contract

SALARY CENTRE REQUIREMENTS : R211 194 per annum, Level 07
Admin Centre – Butterworth

DUTIES : Matric or Grade 12, Human Resource Management, At least 2 years' relevant experience. Excellent organisational and planning skills to include proven large scale event management skills. Experience in liaising with corporates. Proven track record of being an effective team member with good time management skills. Exceptional communication (written and oral), interpersonal, networking, negotiating skills in a collaborative multi-disciplinary environment. Experience in workshop facilitation. Proficiency in the use of Microsoft packages (MS Word, Excel, PowerPoint, etc.) Advantages: Experience in Graduate Recruitment Relevant experience in a tertiary institution.

DUTIES : The incumbent will be responsible, Coordinating the development placement of student's policy and strategy. Set up and manage Placement. Coordinate and monitor the implementation of Placement at campus and college level. Develop and manage placement partnerships with SETA's, Departments and private Sectors. Supporting the process of recruiting the host employers. Coordinate, arrange and facilitate college functions for host employers. Support the process of placement arrangements, logistics and legal issues. Process student claims / allowances. Keep proper records for Placement implementation. Arrange and facilitate quarterly meetings at college levels. Support learners on Career Guidance/choice and exit Support. Assist students to make important decision about their career choice, work and training. Proving advice in building CV'S, identify skills gaps and advice on where to search for jobs and also help with applications. Liaise with private, public, NGO's and SET's so to be informed about changes in the market places. Motivate students holistically and general Attended forums such as TVET Seta Forum and Provincial Skills Development Forum (PSDF). Maintain and update student tracking system Coordinate and facilitate job readiness training. Promote entrepreneurship initiative workshops

ENQUIRIES APPLICATIONS : Mr MM Ndzame Tel no: (047) 401 6400

CLOSING DATE : 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.

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/20 : **IT JUNIOR TECHNICIANS 2 POSTS REF NO: KHC 06 -10/2017**
(King Hintsa Technical and Vocational Education and Training (TVET) College)
Permanent

SALARY : R171 069 per annum, Level 06
CENTRE : Admin Centre – Butterworth
REQUIREMENTS : Grade 12 /N4 (Matric), IT Qualifications Diploma/Certificate
DUTIES : Basic understanding of networking, experience in desktop support, diagnose and resolve unique, nonrecurring problems associated with application software and operating systems; determine the source of problems and classify their level, priority and nature. Configure, deploy, maintain, troubleshoot and support computer workstations, laptops, printers, mobile devices, phones and other computer and telecommunications equipment. Install and support PC, laptop, tablet and mobile hardware and software. Create alternative methods of completing tasks, correcting user errors and system inconsistencies to improve the desktop team function. Maintain inventory of installed software, manage software licensing and create policies and procedures for upgrades. Analyze and make recommendations for hardware and software standardization. Ensure desktop computers interconnect seamlessly with diverse systems including associated validation systems, file servers, email servers, computer conferencing systems, application servers and administrative systems. Document procedures, standards, best practices configurations, settings, installation sequences and back-out instructions

ENQUIRIES : Mr MM Ndzame Tel no: (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.

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/21 : **ADMIN CLERK REF NO: KHC 04-10/2017**
(King Hintsa Technical and Vocational Education and Training (TVET) College)

SALARY : R171 069 per annum, Level 06
CENTRE : Admin Centre – Butterworth
REQUIREMENTS : Recognised N-Diploma in Human Resources Management. Three years' experience in the field. Computer Skills.
DUTIES : Provide administrative and clerical support to HR administration. Maintain confidentiality and observe data protection and associated guidelines where appropriate. Provide professional support to, and where required, participate in all aspects of the recruitment and selection process for posts within the College. Provide advice and support to line managers and employees within the College on general terms and conditions of employment. Application of HR policies and procedures, conditions of service and employee benefits, maintain personnel information systems and departmental reporting, declaration of interests, financial disclosures and HR Records management. Prepare documents for filling.

ENQUIRIES : Mr MM Ndzame Tel no: 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.

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/21 : **ADMIN CLERK: OCCUPATIONAL PROGRAMMES REF NO: KHC 01-03/2017**
(King Hintsa Technical and Vocational Education and Training (TVET) College)
3 Years Contract

SALARY : R142 461 per annum, Level 05
CENTRE : Admin Centre- Butterworth
REQUIREMENTS : Grade 12 / NQF Level 4 or equivalent qualification, post matric and ICDL will be added advantages.
DUTIES : Taking minutes of project meetings, provides administrative support to the section, registration of students with SETA's. Assist learners on completion of Learnership application forms. Submits monthly reports to the Occupational Programmes Manager, updates and controls filing systems of the office. Provides, in consultation

with the Occupational Programmes, the appropriate LTSM to all students registered for a Learnership. Assists with the management of Learnership documents and records. Provides assistance with travel and accommodation arrangements for the Occupational Programmes Manager and students in Learnership.

- ENQUIRIES** : Mr MM Ndzame Tel no: (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.
- CLOSING DATE** : 31 March 2017, applications received after the closing date or faxed applications will not be considered.
- POST 11/22** : **PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION (CONDITIONS OF SERVICE) REF NO: GTVETC 18/03/2017**
Goldfields TVET College
- SALARY** : R171 069–R201 507 per annum, Level 06
CENTRE : Central Office
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4. Bachelor's Degree or National Diploma in Human Resource Management. 2-3 years experience in the appointment and conditions of service and Knowledge of Public Service Act and Regulations will be an advantage. Knowledge and experience of PERSAL System. Good communication skills with a high proficiency in writing. Computer Literacy (MS Word and Excel). Ability to work under pressure and willingness to work extended hours when required. A Valid driver's licence
- DUTIES** : To assist in the administrative/personnel needs of the staff in the department. Administer all PERSAL functions which include appointments, transfers, promotions. Administration of Service Termination. Administration of leave absence. Preparation of monthly statistical reports. Must be able to deal with all levels of staff indiscriminately and exceptional client service and life skills. Must have excellent communication skills which include the writing of submissions, memos and letters. The candidate will be expected to communicate on a professional and personal level with staff both personally and telephonically.
- ENQUIRIES** : Pinkoane MP Tel no: (057) 910 6032
APPLICATIONS : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area
- CLOSING DATE** : 31 March 2017, applications received after the closing date or faxed applications will not be considered.
- POST 11/23** : **PLACEMENT OFFICER REF NO: GTVETC 14/03/2017**
Goldfields TVET College
- SALARY** : R171 069–R201 507 per annum, Level 06
CENTRE : Welkom Campus
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4 an appropriate recognised 3-year bachelor's degree or diploma in Human Resources Management/Business Administration. 2-3 years experience on student's placement. TVET Experience will serve as strong recommendation. Excellent listening, empathy and rapport building, negotiation skills and networking, reporting, presentation and facilitation skills. Strong leadership, monitoring and evaluation, organising, financial and administrative skills, Advance computer Skills in MS Excel, MSWord and Powerpoint, valid driver's licence (code 8)
- DUTIES** : Plan and support the work placement process of graduates across the College. Organise work placement and support students in the work placement areas. Ensure the orientation and induction of interns and host employers so that they understand the work placement processes. To co-ordinate the training and placement activities of students. Liaise with industry for placement of students. Work in consultation with the coordinators in industry. Interact with the academic departments to identify students to be placed in industry. Receive feedback from host employers and students after placement. Tracking of students graduated and have completed internship with employers.
- ENQUIRIES** : Peters S Tel no: (057) 910 6000
APPLICATIONS : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/24 : **HEALTH AND SAFETY OFFICER) REF NO: GTVETC 15/03/2017**
Goldfields TVET College

SALARY : R171 069–R201 507 per annum, Level 06
CENTRE : Tosa and Welkom Campus
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4 +3 year Degree or National Diploma in Environmental Management/ Science or relevant qualification. A minimum of 2 years' experience in the field of Occupational Safety, Health and Environment. Knowledge of prescripts and general legislation relating to Health and Safety. Good interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills and planning ability, computer literacy (including Excel, Word, Access and PowerPoint) Ability to liaise with internal and external bodies. A valid driver's license.

DUTIES : Manage and administer Health and Safety compliance issues at the College. Ensuring adherence to safety and health standards in accordance with OHSACT and COIDA. Carry out the following: health surveillance of premises, surveillance and prevention of communicable diseases, environments pollution control, food safety management. Conduct Hazard Identification and Risk Assessment (HIRA) across the college, conduct incident investigation.

ENQUIRIES : Maleke RD Tel no: (057) 910 6000
APPLICATIONS : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/25 : **ADMINISTRATION CLERK: DEBTOR REF NO: GTVETC 16/03/2017**
Goldfields TVET College

SALARY : R142 461–R167 814 per annum, Level 05
CENTRE : Central Office
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4 A recognised 3-year National Diploma in Financial/Business Management or equivalent qualification. 1-2 years experience in TVET will serve as a recommendation. Sound communication and interpersonal skills, computer literacy, Coltech.

DUTIES : Generate invoices correctly. Follow up on outstanding payments from customers and students. Capture deposits made by students for the payment of fees on Coltech accurately. Communicate and liaise with campuses, students and customers regarding invoices and respond timeously to queries. Provide statement on students request Ensure completeness of documentation to take debts. Recording all debts owed to the College correctly and timeously. Recover monies owed by the debtors including the allocation of monies from debtors. Write off the debt in accordance with the debt write off policy. Preparation of reconciliation in relation to the debtors of the College. Credit and reconcile student's accounts.

ENQUIRIES : Ramafothole M Tel no: (057) 910 6000
APPLICATIONS : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area

CLOSING DATE : 31 March 2017, applications received after the closing date or faxed applications will not be considered.

POST 11/26 : **ADMINISTRATION CLERK REF NO: GTVETC 17/03/2017**
Goldfields TVET College

SALARY : R142 461–R167 814 per annum, Level 05
CENTRE : Welkom Campus
REQUIREMENTS : A National Senior Certificate (Grade 12) or NCV level 4. A recognised 3-year National Diploma in Office Administration / Management Assistant (REQV 13). 1-2 years experience in TVET will serve as recommendation. Have competency in the following Computer Skills (PowerPoint, MS Word, Excel, Access, COLTECH Sound communication, interpersonal and problem solving skills.

- DUTIES** : Registering and managing student data on the college MIS. Issuing out of statements, certificates, academic records, invoices and admission permits record keeping and filing of student's registration forms and other documentation. Capturing of marks on COLTECH, attendance registers and printing of control lists. Photocopying of documents and providing photocopy readings on time .Provide professional and knowledgeable telephonic service at the campus. Maintain stocks of standard forms and stationery and complete requisition orders to facilitate the replenishment of items prior to depletion. Print proof of registration. Attend to enquiries regarding student enrolment .Type letters of confirmations for student enrolment. Store information systematically in hard copy as well as electronically. Correct prelims for examination entries to DHET. Attend to all other administrative duties as may from time to time be assigned by the Supervisor/Management.
- ENQUIRIES** : Mofokeng M Tel no: (057) 910 1605
- APPLICATIONS** : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingopark, Reception area
- CLOSING DATE** : 31 March 2017, applications received after the closing date or faxed applications will not be considered.