

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.

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 representivity 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 15/10 : **TVET INFORMATION AND COMMUNICATION TECHNOLOGY MANAGER ADMINISTRATION CENTRE, EAST LONDON**

SALARY : R389 145 per annum, Level 10 plus benefits) College Council Appointment
CENTRE : Buffalo City TVET College
REQUIREMENTS : M+3 Diploma or Degree in Information and Communication Technology (ICT); At least 5 to 10 years' experience in an enterprise IT environment, of which 4 years should be at management level; Extensive knowledge of Microsoft and Linux client and server environment, ideally with relevant qualifications; A minimum of 3 years experience on ITS; Extensive knowledge of 1st and 2nd level support (ticket system, desktop support, long term support); Knowledge in groupware implementation and administration (Management Information System/Intranet); A valid driver's licence is a pre-requisite. Competencies: Strategic and conceptual orientation; Management expertise and skills; Technical expertise; Innovative thinking; High quality consciousness; Coaching and developing people; Self-driven; Quick thinking; Diagnostic action research; financial management skills.

DUTIES : As Head Of The ICT Department, The Following Duties Fall Into The Key Performance Areas Operate computer hardware infrastructure; IT security management; Maintain records and statistics; Planning and budget management; Administer IT-Site infrastructure; Liaise with users with regards to general IT-related matters, Provide feedback and reports; Establish and administer new Help Desk System; Configuration Management; Accumulate and expand knowledge through training; Administer management information system; Administer Intranet; Network Controlling; General IT support; Must be prepared to take and implement instructions delegated by senior management.

APPLICATIONS : Buffalo City PublicTV ET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za .

CLOSING DATE : 25 April 2017 at 15:00

NOTE : Candidates who are suitably qualified for the above position should submit a letter of application, together with the official form (Z83), a comprehensive CV and relevant certified copies of ID, qualifications, previous experience and driver's license, together with at least three work-related references. The college reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. Short listed candidates will be invited for an interview. If you have not been contacted within 4weeks please consider your application as unsuccessful. The college reserves the right not to fill this position. Buffalo city TVET College is committed to employment equity with the intention to promote representivity within the institution.

<u>POST 15/11</u>	:	<u>INVITATION TO SERVE AT LETABA TVET COLLEGE AUDIT COMMITTEE (2 MEMBERS) REF NO: LET 003/2017</u>
<u>SALARY</u>	:	Successful applicants will be remunerated in accordance with the rates for Council and Audit Committee Members as determined by Department of Higher Education and Training as guided by Department of National Treasury. Appointments are for a period of (3) three years and will be underpinned by the Audit and Risk Committee Charter (Terms of Reference).
<u>CENTRE</u>	:	Letaba Technical and Vocational Education and Training (TVET) College, Central Office (Tzaneen)
<u>REQUIREMENTS</u>	:	Applicants should have extensive experience in Corporate Governance, Strong leadership and management skills, The Applicant should have proven analytical and good communication skills, technical and conceptual skills and a sound knowledge including, (a) in possession of a relevant post graduate qualification with at least 10+ years' experience in any of the following fields: Accounting/Auditing/Financial Management/Legal or Business/ Information Communication Technology, and Monitoring and Evaluation),(b) should be independent and knowledgeable of the status of their positions as members of the Audit Committee, (c) A member of a professional body. (d) Have experience of serving in Boards of Directors and/or similar committees. The following will be added advantages: Post graduate qualifications. Experience in or knowledge of the public sector. Highly specialised knowledge of internal controls and accounting practices. Major accounting and public sector reporting frameworks/models. Intensive knowledge and understanding of and exposure to legislation/policies (PFMA, GRAP, GAAP, Treasury Regulations and other relevant legislation and practice notes). Knowledge and understanding of ICT, including the roles of internal and external audit. Integrity, dedication, inquisitiveness within reasonableness of probing, an enquiring mind, analytical reasoning abilities, and a good understanding of the committee's position in the governance structure, thorough understanding of corporate governance principles.
<u>DUTIES</u>	:	To execute roles and responsibilities as outlined in chapter 3 of Treasury Regulations issued in terms of the PFMA and provide advice to the College Council of Letaba TVET College and Accounting Officer of the Letaba TVET College on matters relating to: Internal Audit and Internal Financial Controls; Risk Management; Accounting policies and frameworks; Legal and Information Communication Technology matters; review the Annual Financial Statement to provide the College Council with an authoritative and credible view of the financial position of the Letaba TVET College, its efficiency and effectiveness and its overall level of compliance with the relevant acts, legislation, policies and procedures; adequacy, reliability and accuracy of financial reporting and performance information; effective governance; respond to issues raised by the Auditor-General in the audit report; Carry out such investigations into the financial affairs of the College as may be requested by the College Council; perform such other functions as may be prescribed.
<u>ENQUIRIES</u>	:	Ms L Williams (015) 307 5440
<u>APPLICATIONS</u>	:	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.
<u>CLOSING DATE</u>	:	5 May 2017 at 16h00
<u>NOTE</u>	:	Letaba TVET College hereby invites applications from suitably qualified and interested individuals to serve on the Audit Committee, established in terms of section 76(4) and 77 of the Public Finance Management Act (PFMA) read together with chapter 3 of Treasury Regulations for a minimum period of three (3) years with great emphasis on the prescripts of the CET Act 12 of 2006 as amended.
<u>POST 15/12</u>	:	<u>HEAD OF DEPARTMENT: ENGINEERING EDUCATOR & LEARNER SUPPORT</u>
<u>SALARY</u>	:	R342 753 per annum plus benefits) PERSAL Appointment
<u>CENTRE</u>	:	Buffalo City TVET College
<u>REQUIREMENTS</u>	:	An appropriate M+3 degree or diploma; a trade qualification or a minimum of 24 months relevant practical experience; a professional teachers qualification with a minimum of 5 years teaching experience; experience in management will be an added advantage; it is a requirement that all educators be registered with SACE; must be computer literate in MS Office (Word, Excel, PowerPoint and Outlook);

must be prepared to carry out certain maintenance work for the college utilising our students; must possess a code 8 driver's licence; assessor and / or moderator training will be an added advantage. COMPETENCIES: An understanding of the NSDIII objectives and Skills Accord; excellent management and organisational skills; excellent verbal and written communication skills; must be prepared to work, if and the need arises, at any of the college campuses; must be prepared to take and implement instructions delegated by supervisors/managers; must be able to work under pressure and adopt to changes in the TVET sector.

DUTIES : Key Performance Areas: The successful incumbent will be responsible for the monitoring and support of the following functions: Curriculum and assessments; offer academic and educational leadership; the setting and moderation of assessments; teaching and learning; educator and learner performance; procurement, distribution and retrieval of learning and teaching material; campus-based and cross-campus assessments; management and administration of general administration including examinations; part-time classes; report writing: weekly, monthly, quarterly, annually and for academic board; responsible for timetabling; policy development and implementation; responsible for the work based placement and exposure for educators and learners; manage absenteeism of lecturers and students; lecture minimum hours as per the educator workload in ELRC Collective Agreement 1 of 2013.

APPLICATIONS : Buffalo City PublicTV ET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za.

CLOSING DATE : 25 April 2017 at 15:00

NOTE : Candidates who are suitably qualified for the above position should submit a letter of application, together with the official form (Z83), a comprehensive CV and relevant certified copies of ID, qualifications, previous experience and driver's license, together with at least three work-related references. The college reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. Short listed candidates will be invited for an interview. If you have not been contacted within 4weeks please consider your application as unsuccessful. The college reserves the right not to fill this position. Buffalo city TVET College is committed to employment equity with the intention to promote representivity within the institution.

POST 15/13 : **COMPLIANCE OFFICER**

SALARY : R311 784 per annum plus benefits) PERSAL Appointment

CENTRE : Buffalo City TVET College

REQUIREMENTS : A degree in Administration, Commerce, Legal or Internal Auditing; A valid driver's licence; At least 5 to 10 years relevant work experience in quality management, financial management, internal auditing and policy formulation reviews; Advanced computer skills in Microsoft Word, Excel and Power point; Good working knowledge of the policies governing the TVET sector will be an added advantage; Willingness and ability to work long hours and under pressure; Having completed ISO training will be an added advantage. COMPETENCIES: Sound Interpersonal skills; advanced oral and written communication skills; Leaders skills; must be efficient and effective in meeting deadlines; Problem solving skills.

DUTIES : Key Performance Areas: Develop and implement a strategy for the compliance unit; Develop and implement policies and procedures necessary to ensure compliance with applicable legislation and regulation; Design and implement adequate controls in order to promote the college's adherence to relevant rules /laws and regulations; Monitor the compliance programme to ensure that internal controls and compliance to the legislative and regulatory framework, organisational policies and processes remain effective; Prepare compliance reports and manage resources.

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CLOSING DATE : 25 April 2017 at 15:00

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license, together with at least three work-related references. The college reserves the right to verify any information received in applications. Late and incomplete applications will not be considered. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. Short listed candidates will be invited for an interview. If you have not been contacted within 4weeks please consider your application as unsuccessful. The college reserves the right not to fill this position. Buffalo city TVET College is committed to employment equity with the intention to promote representivity within the institution.

POST 15/14 : **PROJECT MANAGER (ASSISTANT DIRECTOR LEVEL 9) REF NO: LET 001/2017**

3 Years Contract

Re-advert people who applied are encouraged to re-apply

SALARY : R311 784 pa (plus 37% in lieu benefits)

CENTRE : Letaba Technical and Vocational Education and Training (TVET) College, Central Office (Tzaneen), Central Office (Tzaneen)

REQUIREMENTS : An appropriate Bachelor Degree in Education Management or equivalent qualification, Development management qualification will be an added advantage. Five years relevant working experience in skills development of which two years must be on a supervisory level. Experience in Apprentice, Learnerships and Skills programmes. Good communication and Negotiations, Report writing and presentation Skills. Sound knowledge of The CEA Act, Skills Development Act, BCEA, LRA, OHSA. Must be Computer literate and have a valid driver's licence.

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 (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.

CLOSING DATE : 5 May 2017 at 16h00

POST 15/15 : **SKILLS DEVELOPMENT FACILITATOR ADMIN CENTRE**

Candidates Who Have Previously Applied For This Position Need No To Re-Apply Re-Advertisement

SALARY : R266 272pa plus benefits) College Council Appointment

CENTRE : Buffalo City TVET College

REQUIREMENTS : A recognised 3 year degree/diploma in Training/ Human Resources or NQF6 qualification or relevant qualification; A minimum of 3 - 5 years' practical experience in Human Resources Development field, Applicants must possess the following attributes and competencies: in-depth knowledge of legislation framework that governs the public service; problem solving, planning and organising, interpersonal relations, project management, Able to plan and organise and take initiatives; Ability to work under pressure for extended periods of times; Good communication skills (verbal and written); computer literacy, Experience of TVET Sector/Public Service policies and legislation; SDF certificate; A Valid Code 08 drivers licence is a MUST. Competencies: Fluent communication skills (verbal and written) in English; Excellent interpersonal skills, problem solving and time management skills; Entrepreneurial and negotiation skills; Project Management Skills; Sound understanding of Financial Management Skills; Must be able to work under pressure, meet deadlines and be prepared to work odd hours.

DUTIES : Key Responsibilities: Assist in facilitating and co-ordinating training for employees in the College; Assist in implementing employee capacity development plan and supporting programmes; Liaise with training providers about the College's training

needs; Submit quarterly and annual reports to management; Monitoring the sourcing, scheduling and delivery of employee training interventions; Conduct training effectiveness studies twice annually; Assist in the implementation of Skills Development policy frameworks; Facilitate meetings of the skills development committee, moderation committee and Employment Equity Committee; Assist in conducting training needs analysis; Determine and advice management on annual skills priorities; Compile workplace skills plan (WSP) and annual training plan; Monitor and evaluate the internship Programme; Coordinate the screening, recruitment and placement of interns, including their rotation and regular feedback and reporting on skills transfer; Supervise the maintenance of internship database; Ensure timely performance Assessment of all employees; Ensure that all Personal Development Plans (PDP) are implemented; Ensure compliance with applicable legislation, rules, and regulations; Ensure implementation of Equity targets, assist in submitting EE Reports to DoL Maintenance of internship database; Perform any other duties assigned by the Principal of the college or his/her nominee.

APPLICATIONS

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CLOSING DATE

: 25 April 2017 at 15:00

NOTE

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POST 15/16

: **LABOUR RELATIONS PRACTITIONER**
Re-Advertisement Candidates Who Have Previously Applied For This Position, Need No To Re-Apply

SALARY

: R262 272 per annum plus benefits) PERSAL Appointment

CENTRE

: Buffalo City TVET College, Admin Centre

REQUIREMENTS

: A recognised 3 year degree/diploma/NQF6 qualification in Labour Law / Labour Relations / Human Resources or equivalent qualification; At least 3 years' experience in Labour Relations and co-ordinating discipline and grievance processes; Experience of TVET sector / Public Service legislation; regulations and policies ;A Valid Code 08 driver's licence. COMPETENCIES: Understanding of workplace legislation; Good administrative, interpersonal and analytical skills; Advanced computer skills: MS Excel, MS Word and Power Point; Good communication skills in English (verbal and written); Report writing and presentation skills; Project management skills; A sound knowledge of legislation, regulations, resolutions, policies and procedures applicable to the college / sector; Ability to plan, organise and take initiative; Ability to work under pressure and with minimum supervision for extended periods of time; Maintain high level of confidentiality; Time management skills and willingness to work after hours as and when required.

DUTIES

: Key Responsibilities: Ensure compliance with applicable legislation, rules, and regulations; Maintain database and formulate monthly report and quarterly reports; Handling of misconduct cases within the College; Investigate misconduct cases within the College and monitor the implementation of sanctions and arbitration awards; Represent College during conciliation and arbitration; Facilitate the handling of grievances and the implementation of the disciplinary code and procedure; Implement labour relations communication strategy; Capturing of grievances, disciplinary cases and suspensions; Assist the employer on appropriate action in labour-related matters; Investigate all employee complaints and grievance cases; Assist line managers with disciplinary functions and enquiries; Promote, facilitate and contribute to sound labour relations at the college; Reporting on all labour relations matters; Assist with the develop and implementation of all relevant human resources policies and procedures; Diverse

		administration functions; Any other duties as assigned by the Principal of the college or his/her nominee.
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<u>CLOSING DATE</u>	:	25 April 2017 at 15:00
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<u>POST 15/17</u>	:	<u>LECTURER: PUBLIC MANAGEMENT</u>
<u>SALARY</u>	:	R173 130 pa plus benefits)_PERSAL Appointment
<u>CENTRE</u>	:	Buffalo City TVET College, ST Mark's Campus
<u>REQUIREMENTS</u>	:	M+3 year Diploma/Degree in Public Management, Public Administration or Bachelor of Laws with relevant major subjects; Sound computer skills in MS Office; Teachers qualification; Experience in TVET sector will be an advantage; Good interpersonal skills and self-motivation; Willingness to spend additional time on subjects/personal development; All educators must be registered with SACE. Competencies: Advanced computer skills (Word, Excel, Power Point, Outlook and Internet); Positive attitude, with the ability and willingness to learn; Fluency in written and spoken English; Excellent interpersonal and communication skills; Good organizational, administration, planning and time management skills; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours as required.
<u>DUTIES</u>	:	Key Performance Areas: Teach Public Administration, Public Finance, Municipal Administration and Public Law; Integrated practical training through lesson planning according to the subject guidelines; Create an environment that is conducive to learning; Develop training material, techniques/ models for training needs; Develop relevant assessment material; Administration of student assessments; Assist with examination-related duties; Assist with additional academic support programmes; Attend relevant training workshops and apply where necessary; Keep up to date with the latest developments in field of study; Maintain discipline and safety of students at all times; Participate in and manage all other related teaching responsibilities; Capture student attendance on ITS.
<u>APPLICATIONS</u>	:	Buffalo City PublicTV ET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za .
<u>CLOSING DATE</u>	:	25 April 2017 at 15:00
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<u>POST 15/18</u>	:	<u>ADMINISTRATION CLERK: HUMAN RESOURCES /SECRETARY</u>
<u>SALARY</u>	:	R142 461 per annum
<u>CENTRE</u>	:	John Knox Bokwe Campus College Council Appointment

<u>REQUIREMENTS</u>	:	Grade 12 or NCV and a 3 year diploma / degree in Human Resources; Experience in human resources in the public service / TVET environment will be an added advantage; Advanced computer skills: MS Excel, Ms Word, Outlook and Power Point. COMPETENCIES: Good organisational, administration and planning skills; The ability to prioritise and co-ordinate work; Good report writing and typing skills, Human Resources skills; Knowledge of legislation, regulations, resolutions, policies and procedures applicable to the college; Fluency in written and spoken English; Sound interpersonal, problem solving and analytical skills; Ability to work under pressure and with minimum supervision; Willingness to work after hours as and when required; Time management skills; Ability to work with the students, lecturers and public.
<u>DUTIES</u>	:	HR duties: Control & keep records of all staff's leave; Assist with the control & keep records of all PMDS and IQMS; Monitor weekly register and ensure all staff sign before submitting to central office; Issuing salary advices to staff; Capturing of staff attendance; Follow-up on training requests of staff & keep records; Control, maintain and update HRMIS and files; Liaise with line management and college HR department at central office; Diverse administration and correspondence; Secretarial duties: Prepare agendas, venues & attendance lists for meetings; Take minutes at meetings; Distribute information from the office of the Campus Head; Prepare & distribute memorandums; Manage the diary of the Campus Head; Manage the telephone calls; Prepare correspondence; General secretarial duties; General administration duties: Filing; Receive and direct queries internally and externally, and redirect to relevant persons; any other duties as assigned by the Campus Head or his/her nominee.
<u>APPLICATIONS</u>	:	Buffalo City PublicTV ET College, HR Division, Private Bag X9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za .
<u>CLOSING DATE</u>	:	25 April 2017 at 15:00
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<u>POST 15/19</u>	:	<u>ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: LET 004/2017</u> One Year Contract
<u>SALARY CENTRE</u>	:	R142 461 per annum (plus 37% in lieu benefits) Letaba Technical and Vocational Education and Training (TVET) College, Central Office (Tzaneen), Central Office (Tzaneen)
<u>REQUIREMENTS</u>	:	Matric or National Certificate Vocational coupled with at least one year relevant experience in supply chain management. Successful candidate must have proven knowledge of SCM and processes and procedures, Public Finance Management Act, Preferential Procurement Policy Framework Act, SCM Guide for Accounting Officers/ Authorities, Broad Base Black Economic Empowerment and Treasury regulations. Computer literacy. Good verbal and written communication skills. Supervisory and Numeracy skills, Pastel Evolution and Coltech knowledge will serve as an added advantage. A valid driver's license.
<u>DUTIES</u>	:	Assist end users with timeous development of the specifications/ terms of reference for sourcing of quotes and bids. Assist end users with compilation of Demand Management Plans and Procurement Plan. Assist to consolidate relevant reports and review demand management Plans. Procurement of goods, services and works within the college by means of quotations and bids. Maintenance of effective systems and procedures for the procurement of goods and services. Assist with the Compilation of bid documents. Advertisement of bids, opening of bid/tender box, registration of bid offers in bid registers, Coordination and attendance of briefing sessions. Prepare submissions and reports to Deputy Manager: Finance. Provision of support to End users, Bid Committees and

management. Coordination of bid related matters with end users. Ensure that internal control measures are adhered to. Ensure compliance with Policies and procedures of the college. Work closely with supervisors to ensure that the procurement of goods and services are valid, accurate and complete.

- ENQUIRIES APPLICATIONS** : Mr P Mokhonazi (015 307 5440/3955)
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- CLOSING DATE** : 05 May 2017 at 16h00
- POST 15/20** : **HOSTEL SUPERVISOR: MALE HOSTELS**
Re-Advertisement Candidates Who Have Previously Applied For This Position, Need No To Re-Apply
- SALARY** : Allowance of R2800 per month and subsidised single hostel accommodation 6 Months performance based college appointment Candidates from the Equity group of African Males are encouraged to apply
- CENTRE REQUIREMENTS** : Buffalo City TVET College
: M+3 qualification; A teaching qualification will be an added advantage; A minimum of two years' experience in a supervisory capacity; Supervisory experience in a hostel environment will be an added advantage; Computer literate in MS Word, Ms Excel, Ms Outlook and Ms PowerPoint (attach proof of relevant certificates); Must be prepared to reside in the relevant hostel at a subsidised rental (only single accommodation available). Competencies: Willingness to work long hours; Ability to work under pressure; Ability to handle students and manage disciplinary matters; must have sound verbal and written communication skills as well as report writing skills.
- DUTIES** : Key Performance Areas: Successful applicant will report to the Hostel Matron; Ensure the smooth running of operations, administration and management of hostel activities; Regular supervision of students study time; Ensure student discipline in the residence, according to relevant policy and procedures; Ensure the safety of students in the residence by enforcement of health and safety policy and procedures; Record and report all irregular behaviour by students in the residence; Report on the daily, weekly and monthly activities of hostel; Ensure that the residence is kept tidy and well maintained, and report any health hazards which will affect the well-being of students in the residences; Ensure that students residing at hostels are registered BC College students; Ensure that hostel rules and regulations are communicated to the students and adhered to; Ensure that no unauthorised persons are allowed on hostel premises; Ensure that visitors adhere to the scheduled visiting hours and have signed the visitors register; Any other duties that may be assigned by the Registrar: SSS.
- APPLICATIONS** : Buffalo City PublicTV ET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the Administration Centre, corner of Lukin Road and King Street, Selborne, East London. Enquiries at: 043 704 9237. Application forms are available on our website, www.bccollege.co.za .
- CLOSING DATE** : 25 April 2017 at 15:00
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