

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING

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

- 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** : 13 October 2017, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications (except for Donor Member) must be submitted on forms Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. 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. Enquiries: Mr MM Ndzame at 047 401 6400

## OTHER POSTS

- POST 38/06** : **COUNCIL SECRETARY: SL10 per annum, Ref No: KHC2017/09-01**
- SALARY** : R417 552 per annum  
**CENTRE** : King Hintsa TVET College – Admin Centre  
**REQUIREMENTS** : LLB degree or any legal (related) qualification; National Diploma in Office Management; Minimum of 3 years' experience in a company or council secretarial function or similar role & function. A valid driver's license is a requirement. Competencies: Good Listening and writing skills; Good Interpersonal relations and customer orientation; Organising and Planning skills; Basic Financial Management will be an added advantage; Attention to detail; Knowledge of the Further & Higher Education System; Professional, Discreet with Confidentiality; Assertive, good organiser with sound judgement and decision-making skills and Able to work under pressure.
- DUTIES** : Managing logistics for the Council and its Committees; Managing the interface between the Council and College management, Stakeholders and the Council; Providing secretarial functions for the Council and its Committees; Providing advice and guidance on relevant policy gaps; Assisting with research and drafting of Charters, Terms of Reference, Policy documents on governance and legal matters; Ensuring corporate governance best practices are adopted by the College.
- ENQUIRIES** : Ms Pumza Soyizwapi or HR Manager @0474016400
- POST 38/07** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: PS 05/2017**  
 This is a senior appointment, so we are looking for an individual who can demonstrate the necessary maturity, integrity, professionalism that can be expected to fulfil this role. The person will manage a team of five and report to the Deputy Principal Finance.
- SALARY** : R334 545 per annum, Level 09 plus benefits) PERSAL appointment  
**CENTRE** : Central Office  
**REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/Diploma in Cost in in Accounting/Logistics Management/Purchasing Management/Public Administration/Business Management or Supply Chain Management. •Proven experience of at least seven years, of which two years in managerial position. •A valid code 08 driver's License. Skills: •Team leadership Skills, Ability to work as a team, Computer skills, Analytical Skills, Problem Solving Skills, Planning and organizing skills, People Management. Recommendations: •Knowledge and understanding of the relevant Public Sector legislation, regulations and policies is desirable. Knowledge of ITS will be advantages.

**DUTIES** : Key Performance Areas: •Manage the Supply Chain function in accordance with College policy including Contract management and Supplier database management. • Liaison with various budget holders. •Visiting campuses to ensure effective and efficient administration. Identify deviations, fruitless/wasteful and irregular expenditure. •Monthly reporting on various performance activities. •Monitor compliance with policies relating to SCM and report on deviations. •Preparing and maintaining all audit requirements. •Ad hoc assignments within the finance department. • Review and design policies, procedures and templates within the SCM function. •Ensure that HR Policies/Collective agreements are implemented. • Provide advice and guidance to relevant stakeholders.

**ENQUIRIES** : Mr C Bellingan at 044-8840359

**APPLICATIONS** : South Cape TVET College, Corporate Services, PO Box 10400, George 6529 or deliver it to The Central Office, 125 Mitchell Street, George, 6529.

**CLOSING DATE** : 16 October 2017 at 16:00.

**POST 38/08** : **RESEARCH OFFICER, SL 8 Ref No: KHC2017/09-02**

**SALARY** : R281 418 per annum

**CENTRE** : King Hintsa TVET College

**REQUIREMENTS** : Grade 12, Honours Degree with Research or related field plus three years' relevant experience. Computer literacy; Power point presentation; Presentation skills Data Collection analysis; Statistical computer software program; Quantitative data sets; Qualitative data research; Communications; Report writing and Project Management.

**DUTIES** : To provide comprehensive research and administrative support as required by the Senior Management. Assist with the development, implementation and evaluation of College projects including: Planning, review and analysis of data during the course of the project. Developing, implementing and evaluating key stakeholder/expert interviews. Interpreting data and drafting reports based on the above. Ensure project resources are applied efficiently and effectively to achieve project objectives within established timeframes and project plans. Provide inputs in planning and development phase of new projects to ensure the project meets with client expectations. Assist with the management of the day to day operational and tactical aspects of all college projects. Communicating project activity to key stakeholders, ensuring that they are appropriately informed of progress and planned activity. Effectively minimise exposure to risk adhering to risk plans associated with designated tasks. Work with team members to identify project goals, research methods. Make research schedules to monitor the activities of research teams. Review gathered research and analyse various set of data. Interpret data and writing research reports, verify information. Able to collect and analyse data. Writing research specifications. Able to liaise with customers and external researchers and also able to write research articles and papers.

**ENQUIRIES** : Ms Pumza Soyizwapi or HR Manager @0474016400

**POST 38/09** : **ENROLLED NURSE GRADE 1-3 Ref No: KHC2017/9-04**

**SALARY** : R226 083 per annum

**CENTRE** : King Hintsa TVET College

**REQUIREMENTS** : Basic qualification accredited with SANC in terms of Government Notice 425 (I.e. Diploma/Degree in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse. Service Record as proof of previous experience where applicable. Current registration with SANC. A valid driver's license.

**DUTIES** : Provide direction for the implementation of the nursing plan. (Clinical practice/ quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality of practice). Practice nursing and health care in accordance with the laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing, students/learners and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the College. Provide quality of nursing.

**ENQUIRIES** : Ms Pumza Soyizwapi or HR Manager @ 0474016400