

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

OTHER POSTS

<u>POST 41/16</u>	:	<u>ACADEMIC MANAGER: BUSINESS STUDIES REF NO: BUS P5/1/2017</u>
<u>SALARY</u>	:	Starting salary: R 453 246 – 885 571 per annum (Plus Benefits), Post Level 5
<u>CENTRE</u>	:	College of Cape Town TVET
<u>REQUIREMENTS</u>	:	3-year relevant post matric technical/ professional qualification, plus a Teacher's qualification. 7 years appropriate teaching experience plus at least 5 years appropriate managerial experience. a valid Code 08 driver's licence (compulsory). Computer literacy (MS Office: Word & Excel). Fluency in at least two official languages (preferably English plus Afrikaans or Xhosa). South African citizenship.
<u>DUTIES</u>	:	Implement the College strategic plan at campus and academic delivery level. Identification of funded engineering programme mix and management of the quality of the implementation of the curriculum and performance across the college. Plan and implement the registration process at the campus as per each academic cycle. Verify the validity and reliability of campus registration documentation and all EMIS data and reports. Manage and coordinate the implementation of all student administration policies and procedures at the campus. Manage and coordinate the compilation and implementation of all College QMS policies and procedures. Coordinate the preparation of examination for all programmes to ensure current examination regulations and compliances are adhered to. Provide input for budget purposes to finance department and manage the allocated budget at the campus. Manage daily operations regarding all resources of the campus are effectively and efficiently. Implement an induction programme for all new educators and staff. Implement strategies and policies related to staff and student performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Implement Progressive Disciplinary procedures for staff and students at the campus. Assist with the management and operationalising of academic industry linkages and partnerships by building a strong network of contacts with other institutions and industries. Manage education and training support programmes and functions to students at the campus. Managing and reporting progress to the Vice-Principal Academic Services on the achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification are key deliverables.
<u>ENQUIRIES</u>	:	Siphokazi Funda/Samantha Valelo (021) 404 6710/61
<u>APPLICATIONS</u>	:	The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt Rivier 7925 OR Post to : The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.
<u>NOTE</u>	:	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). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted 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 60 days of the closing date consider your application unsuccessful. 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
<u>CLOSING DATE</u>	:	27 October 2017, applications received after the closing date or faxed applications will not be considered.

<u>POST 41/17</u>	:	<u>ACADEMIC MANAGER: ENGINEERING REF NO: ENG P5/2/2017</u>
<u>SALARY</u>	:	Starting salary: R 453 246 – 885 571 per annum (Plus Benefits), Post Level 5
<u>CENTRE</u>	:	College of Cape Town TVET
<u>REQUIREMENTS</u>	:	3-year relevant post matric technical/ professional qualification, plus a Teacher's qualification. 7 years appropriate teaching experience plus at least 5 years appropriate managerial experience. a valid Code 08 driver's licence (compulsory). Computer literacy (MS Office: Word & Excel). Fluency in at least two official languages (preferably English plus Afrikaans or Xhosa). South African citizenship.
<u>DUTIES</u>	:	Implement the College strategic plan at campus and academic delivery level. Identification of funded engineering programme mix and management of the quality of the implementation of the curriculum and performance across the college. Plan and implement the registration process at the campus as per each academic cycle. Verify the validity and reliability of campus registration documentation and all EMIS data and reports. Manage and coordinate the implementation of all student administration policies and procedures at the campus. Manage and coordinate the compilation and implementation of all College QMS policies and procedures. Coordinate the preparation of examination for all programmes to ensure current examination regulations and compliances are adhered to. Provide input for budget purposes to finance department and manage the allocated budget at the campus. Manage daily operations regarding all resources of the campus are effectively and efficiently. Implement an induction programme for all new educators and staff. Implement strategies and policies related to staff and student performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Implement Progressive Disciplinary procedures for staff and students at the campus. Assist with the management and operationalising of academic industry linkages and partnerships by building a strong network of contacts with other institutions and industries. Manage education and training support programmes and functions to students at the campus.
<u>ENQUIRIES</u>	:	Siphokazi Funda/Samantha Valelo (021) 404 6710/61
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<u>CLOSING DATE</u>	:	27 October 2017, applications received after the closing date or faxed applications will not be considered.
<u>POST 41/18</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST: CAMPUS MANAGER: REF NO: GTVETC 31/10/2017</u> Goldfields TVET College for Technical and Vocational Education and Training (TVET) is inviting applications from suitably qualified candidates to fill the following PERSAL paid vacancies:
<u>SALARY</u>	:	R 417 552 per annum level 10
<u>CENTRE</u>	:	TOSA Campus (Goldfields TVET College)
<u>REQUIREMENTS</u>	:	A recognised 3 year Degree/Diploma (REQV 13) related to KPAs including an appropriate Teacher/Educator qualification. SACE registration. Seven years' experience in an Educational Institution of which three must have been at a

management level. Examinations/assessments Knowledge/experience of supervision, timetables, staff utilisation and. thorough knowledge and understanding of relevant legislation and the TVET College landscape. Sound knowledge of Financial Management, HR Management, Project Management, QMS, Diversity Management, Conflict Management and negotiations. Advanced computer skills. Advanced oral and written communication skills in English and ability to communicate in English on a high level. Ability to work under pressure. Leadership and strategic thinking skills. Good analytical skills and the ability to liaise at highest level. Managerial, supervisory, problem solving, motivational, negotiation and good interpersonal skills. Project and Resource Management skills. A valid driver's licence

DUTIES : Reports to the Principal on general governance and management issues, to the Deputy Principal Academic Services and Student Support Services on Academic Programmes and Student Affairs and to the Deputy Principal Corporate Services on HR, IT, Administration and Communication and to the Deputy Principal Finance on Financial and Supply Chain Management. Implement and monitor policy compliance Initiate new innovations that are congruent to the strategic plan of the College Ensure quality assurance of learning delivery, academic excellence and student retention and success. Promote an environment conducive to effective teaching and learning. Oversee and monitor staff capacity building activities in collaboration with the Human Resources Manager Maintain staff and students discipline. Ensure an equitable workload distribution for staff. Ensure proper utilisation, maintenance and security of resources, facilities and grounds. Oversee and monitor enrolment and registration as well as assessment and examinations activities. Establish and maintain partnerships with business firms and government departments Ensure students and lecturers obtain work based experience/exposure and work integrated learning. Guide, supervise and offer professional advice to staff. Responsible for the smooth running of the Campus in general, as well as ensuring that all requests from the Central Office and the Department of Higher Education and Training are adhered to within the stipulated time frames. Oversee and monitor all administrative and financial activities.

ENQUIRIES : DR RS Radile 057 910 6000

APPLICATIONS : Please forward all applications to: The Principal, Goldfields TVET College, Private Bag X 95, Welkom, 9459 or hand deliver to Central Office at 36 Buren Street, Flamingo Park, Reception area.

CLOSING DATE : 03 November 2017, applications received after the closing date or faxed applications will not be considered.

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). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted 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

POST 41/19 : **PROGRAMME MANAGER: OPERATIONAL OCCUPATIONAL MANAGER: ENGINEERING STUDIES REF NO: ENGS P3/1/2017**

SALARY : Starting salary: R 367 773 – 836 139 per annum (Plus Benefits), Post Level 3
CENTRE : College of Cape Town TVET
REQUIREMENTS : 3 year Post matric/ tertiary qualification in the related/ specialisation field/ profession. A relevant trade test qualification. Teacher's qualification. Five years relevant teaching/ industry/business experience. Two years management experience. Computer Literacy in MS Office (Word, Excel and Powerpoint). Fully Bilingual in at least two official languages (Preferably:

<u>DUTIES</u>	:	English plus Afrikaans or Xhosa, but must be fluent in English). South African citizenship. Valid driver's license Identify new market trends to determine training needs and opportunities. Formulate strategies to expand occupational delivery. Marketing of College of Cape Town to the external stakeholders to enhance business opportunities. Liaison with relevant stakeholders to build and/or strengthen the College's partnerships and linkages. Project Management inclusive of monitoring the implementation and progress of all projects/contracts such as work integrated learning and stipend management. Keep abreast with the latest regional and national skills needs to ensure legislative compliance. Develop course content to keep abreast of industry requirements. Manage cost of the unit's budget to ensure cost effectiveness. Compile reports for all relevant structures. Manage operational staff and students within contracts/projects. Implementation and management functions related to the Occupational Training Unit and its delivery targets and outcomes
<u>ENQUIRIES APPLICATIONS</u>	:	Siphokazi Funda/Samantha Valelo (021) 404 6710/61 The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt Rivier 7925 OR Post to : The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.
<u>NOTE</u>	:	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). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted 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 60 days of the closing date consider your application unsuccessful. 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
<u>CLOSING DATE</u>	:	27 October 2017, applications received after the closing date or faxed applications will not be considered.
<u>POST 41/20</u>	:	<u>PROGRAMME MANAGER: OPERATIONAL OCCUPATIONAL MANAGER: OCCUPATIONAL UNIT REF NO: PM P3/2/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	Starting salary: R 367 773 – 836 139 per annum (Plus Benefits), Post Level 3 College of Cape Town TVET 3 year Post matric/ tertiary qualification in the related/ specialisation field/ profession. A relevant trade test qualification. Teacher's qualification. Five years relevant teaching/ industry/business experience. Two years management experience. Computer Literacy in MS Office (Word, Excel and Powerpoint). Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa, but must be fluent in English). South African citizenship. Valid driver's license.
<u>DUTIES</u>	:	Identify new market trends to determine training needs and opportunities. Formulate strategies to expand occupational delivery. Marketing of College of Cape Town to the external stakeholders to enhance business opportunities. Liaison with relevant stakeholders to build and/or strengthen the College's partnership and linkages. Project Management inclusive of monitoring the implementation and progress of all projects/contracts such as work integrated learning and stipend management. Keep abreast with the latest regional and national skills needs to ensure legislative compliance. Develop Course content to keep abreast of industry requirements. Manage cost of the unit's budget to ensure cost effectiveness. Compile reports for all relevant structures. Manage operational staff and students within contracts/projects. Implement and manage functions related to the Occupational Training Unit and its delivery targets and outcomes
<u>ENQUIRIES</u>	:	Siphokazi Funda/Samantha Valelo (021) 404 6710/61

- APPLICATIONS** : The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt Rivier 7925 OR Post to ; The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.
- 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). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted 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 60 days of the closing date consider your application unsuccessful. 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
- CLOSING DATE** : 27 October 2017, applications received after the closing date or faxed applications will not be considered.
- POST 41/21** : **FINANCE MANAGER REF NO: FM/1/2017**
- SALARY** : Starting salary: R 334 545 – 394 065 per annum (Plus Benefits) Level 9
CENTRE : College of Cape Town TVET
REQUIREMENTS : B.Com/Diploma with Accounting level 3. Completed Articles. Minimum of 3 years' experience in managing a finance department. Computer Literacy (MS Excel and MS Word). Experience in working in a medium sized computerised accounting system. Exposure to education sector would be advantageous. Good administrative, organisational and data management skills. Excellent communication skills (written and verbal) and fluency in at least 2 official languages (English/ Afrikaans/Xhosa). Valid driver's license. South African citizenship. Work overtime, when required
- DUTIES** : Management of the Finance and Bursaries staff. Manage the accounting systems of the College Budget preparation, management and control. Monthly financial reporting to various stakeholders. Ensure that departmental deadlines are met. Manage the external audit process
- ENQUIRIES** : Siphokazi Funda/Samantha Valelo (021) 404 6710/61
APPLICATIONS : The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt Rivier 7925 OR Post to ; The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.
- 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). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted 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 60 days of the closing date consider your application unsuccessful. 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
- CLOSING DATE** : 27 October 2017, applications received after the closing date or faxed applications will not be considered.

POST 41/22 : **HOSPITALITY SENIOR LECTURER REF NO: HOSP P2/1/2017**

SALARY : Starting salary: R 308 877 – 772 176 per annum (Plus Benefits), Post Level 2
CENTRE : College of Cape Town TVET
REQUIREMENTS : 3 year Post matric/ tertiary qualification in the related/ specialisation field/ profession. Teacher qualification. Three years appropriate teaching or industry related experience. Fully Bilingual in at least two official languages (Preferably: English plus Afrikaans or Xhosa but must be fluent in English). Intermediate computer literacy (MS Word, Excel and PowerPoint). South African citizenship. Valid Code 08 driver's license (compulsory). Registered Assessor and Moderator.

DUTIES : Lecturing, assessment and moderation .Assessment of Learners Monitor student performance and attendance. Monitor student discipline. Assist with Student Work Placement and Work Based experience Provide support to academic staff. Assist with Staff performance management. Assist with Staff discipline. Assist with implementation of learner improvement strategies

ENQUIRIES : Siphokazi Funda/Samantha Valelo (021) 404 6710/61
APPLICATIONS : The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt Rivier 7925 OR Post to : The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.

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). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted 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 60 days of the closing date consider your application unsuccessful. 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

CLOSING DATE : 27 October 2017, applications received after the closing date or faxed applications will not be considered.

POST 41/23 : **ADMINISTRATOR X2 REF NO: ADM/1/2017**

SALARY : Starting salary: R 152 862 per annum (Plus Benefits) Salary Level 5
CENTRE : College of Cape Town TVET
REQUIREMENTS : A Senior Certificate/Grade 12 or NCV certificate (level 4) and a minimum of one to 3 years administrative experience will be strongly recommended. Candidates must have understanding and/or experience of engineering administration and trimester academic cycles. Candidates must have report writing, problem solving skills, financial management, planning and organization of work, and administration skills. Advanced Computer Literacy of Microsoft (Word, Excel, PowerPoint and Outlook). Exposure to the TVET sector related to Engineering would be advantageous. Fully bilingual (English plus Afrikaans or Xhosa). Candidates must be prepared to work flexi hours as per operational requirements

DUTIES : Assist with Registration (Capture student biographical information to ensure issuing of student numbers, adding of subjects and Filling of registration forms). Archiving previous trimester registration forms for recording keeping. Assisting students with: Printing proof of registrations, statement of accounts, and Student Cards and Letters to employers regarding assessments. Assisting lecturers with: Printing class lists, Time tables/schedules, printing mark sheets, loading marks and attendance onto the administration management system (ITS). General clerical support services: Recording, capturing and storing of data; Update registers and statistics; Handle routine enquiries; Email, scanning, filing and printing and making photocopies; Keep and maintain the filing system for the component; Type letters and/or other correspondence when required; Keep and maintain the incoming and outgoing document register of the component; Obtain

		quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component; Capture and update expenditure in component; Handle telephone accounts and petty cash for the component. ITS and SETA uploads and Invoicing.
<u>ENQUIRIES</u>	:	Siphokazi Funda/Samantha Valelo (021) 404 6710/61
<u>APPLICATIONS</u>	:	The Recruitment Officer, Human Resources Unit, College of Cape Town, 334 Albert Road, Salt Rivier 7925 OR Post to : The Recruitment Officer, HR Unit, P.O Box 1054, Cape Town 8000.
<u>NOTE</u>	:	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). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Shortlisted 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 60 days of the closing date consider your application unsuccessful. 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
<u>CLOSING DATE</u>	:	27 October 2017, applications received after the closing date or faxed applications will not be considered.
<u>POST 41/24</u>	:	<u>TRADE TEST CENTRE ADMINISTRATOR REF NO: TTCA/1/2017</u>
<u>SALARY</u>	:	Starting salary: R 152 862 per annum (Plus Benefits) Salary Level 5
<u>CENTRE</u>	:	College of Cape Town TVET
<u>REQUIREMENTS</u>	:	Grade 12 or NCV certificate (level 4) Two to three years administration experience must have good interpersonal, good communication skills, report writing, financial management, planning and organizational skills. Must have ability to work with an electronic diary and experience in managing a filing system. Strong time management and problem solving skills are an advantage. Must be computer literate with computer skills and a good working knowledge of Microsoft programmes such as (MS Word, Excel, PowerPoint, Outlook and Internet Explorer. Exposure to the TVET sector related to Engineering and ITS would be advantageous. Fully bilingual (English plus Afrikaans or Xhosa)
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Email, scanning, filing and printing and making photocopies. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Capture and update expenditure in component. Handle telephone accounts and petty cash for the component. ITS and SETA uploads. Invoicing. Liaison: Liaise with QCTO; Liaise with NAMB; Liaise with SETAs; Setting up of meetings with SETAs and companies; Distribute documents/packages to various stakeholders as required; Correspondence of both email and telephonically; Providing reports to stakeholders: Specific duties and responsibilities: Receive Trade Test applications; Schedule trade test dates; Prepare trade test reports and forward to SETAs and NAMB; Receive ARPL applications; Schedule evaluation dates; Prepare gap analysis reports and forward to company / candidate; Prepare POE's; Keep Track of Seta documentation. (Contracts, etc.); Invoices, Requisitions, Quotes for companies and suppliers
<u>ENQUIRIES</u>	:	Siphokazi Funda/Samantha Valelo (021) 404 6710/61
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CLOSING DATE

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