

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

OTHER POSTS

<u>POST 43/13</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: GTVETC 32/10/2017</u>
<u>SALARY</u>	:	R334 545 per annum, Level 09
<u>CENTRE</u>	:	Central Office (Goldfields TVET College)
<u>REQUIREMENTS</u>	:	Grade 12 / NCV Level 4, An Appropriate recognised (3)three-year Bachelor Degree/Diploma in Human Resource Management or relevant qualification in the related field, with 7- years' experience in HRM plus 3 years' supervisory experience. Knowledge of Human Resource Information Systems, the Public Service Regulatory Framework, Human Resource Legislations and Prescripts, Labour Relations Procedures, 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.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Implement 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 departments/college 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.
<u>ENQUIRIES</u>	:	Mr Moeletsi Pinkoane (057) 910 6000
<u>APPLICATIONS</u>	:	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, and Reception area.
<u>CLOSING DATE</u>	:	13 November 2017, applications received after the closing date or faxed applications will not be considered.
<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 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 43/14 : **EDUCATION SPECIALIST (SENIOR LECTURER): ELECTRICAL ENGINEERING HEAVY (REF NO.: LET 006/08/2017)**
(Re-advert: people who previously apply are encouraged to re-apply)

SALARY : R308 877 Per annum
CENTRE : Giyani Campus (Letaba TVET College)
REQUIREMENTS : An appropriate National Diploma/Bachelor's degree in Electrical or Trade Diploma including a professional qualification in education coupled with a minimum of 5 years actual and appropriate lecturing/teaching experience. Knowledge of national examination and assessment policies. Sound knowledge of Continuing Education and Training Colleges Act 16 of 2006 (as amended) and other legislative framework in education. A thorough understanding of outcome based assessment and development of guideline to support teaching and learning. Good verbal, communication, interpersonal relations, Planning, problem solving, negotiating and organizing skills. Computer literacy with specific reference to MS Excel, Word and PowerPoint. Valid Driver's license. SACE certificate will be an add advantage.

DUTIES : Coordination of students, Lecturers, administrative processes within the Electrical Section and classroom facilitation. Ensure implementation of the Campus curriculum as required by legislation. Ensure effective and efficient utilization of resources. Coordinate teaching and learning. Coordinate all academic activities within the section including the management of the time tables, attendance, monitoring and evaluation. Provide professional support to lecturing staff and students. Keep the management abreast of all aspects of academic services and administration in the section. Prepare and manage plans and report on all activities in the section. Manage and supervise assessment and examination processes in the section including timeous marking of scripts, setting of question papers, and preparation of all ISAT and ICASS activities. Ensure adherence to policy on the attendance of classes.
 Mr P Mokhonazi/Mr D Sebela (015 307 5440/3955)

ENQUIRIES
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.

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

CLOSING DATE : 10 November 2017 at 16h00

- POST 43/15** : **LECTURERS (6 POSTS)**
- SALARY** : R183 942 per annum (post level 1)
- CENTRE** : Giyani Campus: Electronic Control and Digital Electronics (REF NO: LET 009/10/2017)
 Giyani Campus: Mathematics (REF NO: LET 010/10/2017)
 Maake Campus: Civil Engineering and Building Construction (REF NO: LET 011/10/2017)
 Maake Campus: Engineering and Related Design (REF NO: LET 012/10/2017)
 Tzaneen Campus: Information Processing (REF NO: LET 013/10/2017)
 Tzaneen Campus: Tourism (REF NO: LET 014/10/2017)
- REQUIREMENTS** : A recognised relevant 3-year Diploma / Bachelor's Degree including a professional qualification in education coupled with a minimum of 1 year relevant working experience. An experience in the TVET Sector will be an added advantage. In case of the posts related to Engineering specialists, a professional qualification relevant will be sufficient, a trade test or appropriate National Diploma or recognized qualification (REQV 13) in the relevant field is required. Knowledge of theory and practice in the relevant field. Sound communication skills. Computer literacy is highly recommended. Practical experience in specific aspects of the subject field as well as the ability to do practical training will be a recommendation.
- DUTIES** : The successful candidate's responsibilities will be required to lecture NCV and report 191. Management of students and administrative records. Classroom/ workshop facilitation. Facilitate specified subjects on the levels required. Report to management from time to time. Ensure provisioning of quality education and training in line with the College/DHET requirements. Assess students' performance. Liaise with students, parents and other relevant stakeholders. Support student development. Report to management from time to time.
- ENQUIRIES** : Mr P Mokhonazi/ Mr D Sebela (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.
- NOTE** : interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive cv as well as certified copies of all qualifications, identity document (id) and drivers licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.
- CLOSING DATE** : 10 November 2017 at 16h00
- POST 43/16** : **FINANCE CLERK (REF NO: LET 015/10/2017)**
- SALARY** : R152 862 per Annum
- CENTRE** : Giyani Campus (Letaba TVET College)
- REQUIREMENTS** : A Senior Certificate/Grade 12 or NCV level 4 certificate with accounting as a passed subject. With at least one year relevant work experience in a financial environment/field. Knowledge and understanding of the PFMA and Treasury Regulations; good communication (verbal and written) skills; computer literacy; problem-solving skills; planning and organizing skills; analytical skills; liaison skills; client orientation skills; financial management skills; customer care skill. A recognized certificate in computerized financial systems (Pastel/Pastel evolution) will be an advantage. A valid driver's.
- DUTIES** : Render general administrative support services to the section. Receiving of class fees, reconciliation of bank statement, and reconciliation of Debtors,

registration of students, refunds and general finance enquiries. Reconciliation of Debtors and registration of students. Ensure accurate capturing of students enrolment and financial transactions. Manage petty cash and reconciliation thereof on monthly basis. Co-ordinate all student desk activities i.e. students registration, payment of students fees, student invoices, receipts and reports. Attend to any reasonable duties as assigned to him/her from time to time.

**ENQUIRIES
APPLICATIONS**

: Mr P Mokhonazi/ Mr D Sebela (015 307 5440/3955)
: 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.

NOTE

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

CLOSING DATE

: 10 November 2017 at 16h00