

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MTHASHANA TVET COLLEGE)**

- APPLICATIONS** : Please forward your applications, quoting the reference number, on an envelope as well, to: Private Bag X9424, Vryheid, 3100 or alternatively hand-deliver and deposit into the Application Box located at Central Office, 266 South Street, Vryheid, 3100.
- FOR ATTENTION** : The Principal, Mthashana TVET College
- CLOSING DATE** : 15 December 2017
- NOTE** : Applications must be submitted on the Z83 Form obtainable from any Public Service Department or on the internet www.gov.za/documents and must be accompanied by a recently updated comprehensive CV with certified copies of qualifications (Include academic records), Identity Document not older than three (3) months including the driver's licence. If you apply for more than one position, please submit a separate set of these documents in a separate envelope for each application made. It is the responsibility of the applicants to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA); and the evaluation certificate from the South African Qualifications Authority (SAQA) must be attached. Failure to sign the Z83 and submit the requested documents will result in your application not being considered. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was not successful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) and security clearance processes. Applications received after the closing date or faxed and emailed applications will not be considered. Please note that this advert is also available on our College website, which is: www.mthashanacollege.co.za. Suitably qualified individuals are invited to apply for the following posts that are based at different sites of our College

OTHER POSTS

- POST 49/22** : **CAMPUS MANAGER (2 POSTS)**
- SALARY** : R417 552 Plus Benefits (Level 10)
- CENTRE** : Kwagqikazi Campus REF NO: MTH/PP/1/2017
Vryheid Campus REF NO: MTH/PP/2/2017
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma that includes, or plus, a recognised teaching qualification. 7 years' experience in Education and/or TVET institution of which two (2) years should be at managerial or supervisory level; Knowledge of NCV, Report 191, Learnerships and Occupational Programmes; A valid driver's licence. Proven computer literacy - MS Office: Word, Excel and PowerPoint; SACE Registration; Sound knowledge of transformational issues within the TVET College and an insight into the relevant legislation, policies and procedures governing the Sector; Experience in managing people, projects, finance, labour relations, and good governance practices of the TVET sector; Good communication (verbal and written) and interpersonal skills; Decision-making and problem-solving skills; Policy analysis and review skills.
- DUTIES** : Provide strategic leadership and management in the campus. Monitor the delivery of programmes; Ensure internal administration systems and controls to ensure sound student support services, administration and management of NSFAS, finance and other resources of the College; Oversee the compilation of the timetable; Conduct external stakeholder liaison and meetings. Comply with and implement institutional governance processes and procedures; Secure, manage and maintain the fixed and moveable property of the campus; Ensure the existence of a labour friendly environment in the campus. Supervise the campus staff.
- ENQUIRIES** : Mrs T Venter (034 980 1010)

POST 49/23 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: MTH/PP/3/2017**

SALARY CENTRE : R334 545 Plus Benefits (Level: 9)
: Central Office

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Computer Science/IT/IS coupled with recognised industry certifications such as MCSE/MCITP, A+, N+ Security + and ITIL; At least five years' experience within the IT environment two (2) years of which is at supervisory level; Good communication, problem-solving, IT infrastructure support and Customer relationship skills; Network administration; Driver's licence.

DUTIES : Develop, implement, maintain and proactively communicate IT policies and procedures to ensure the effective and efficient use of IT throughout the College; Provide technical advice on network design and planning; Manage the LAN support function and staff to ensure continuous and effective execution of duties; Ensure that the necessary College network services are available to officials when required to perform their duties; Provide technical support to the customers/end-users and solve their problems; Provide support in design, installation and maintenance of network infrastructure equipment and software; Assist with hardware, server and infrastructure networking requirements scoping, establishment and costing; Perform on-site backups; Monitor and perform health checks on the network; Analyse and resolve technical problems on the network; Perform configuration management on the network; Manage the Storage Area Network (SAN) of the maintenance on all servers; Supervise the IT support team.

ENQUIRIES : Mr JM Zwane, (034 980 1010)

POST 49/24 : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: MTH/PP/4/2017**

SALARY CENTRE : R334 545 Plus Benefits (Level 9)
: Central Office

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma or qualification specifically in Education/Social/Behavioural Sciences; Qualification in Sociology or Social work will be an added advantage; At least two (2) years supervisory level in a similar portfolio is to be considered; Good interpersonal relations and ability to forge partnerships with stakeholders involved in the TVET Sector; Decision making skills and problem-solving skills; Good communication (verbal and written), presentation and facilitation skills; Conversant with TVET legislation; Computer literacy – MS Office: Excel, Word and PowerPoint; Driver's licence.

DUTIES : Design, manage and maintain a proactive and relevant Student Support Services (SSS); Ensure that the institution complies with all statutory and policy requirements; Establish and maintain support systems for student liaison with relevant stakeholders; Conduct career studies and information processing on students; Ensure the participation of students in Sports, Recreation and Culture; Attract new students; Provide life skills to students; Ensure a fully functional Students Representative Council (SRC); Assist students with application for bursaries/NSFAS; Provide support to all examination work; Supervise Student Support Services team.

ENQUIRIES : Mrs T Venter, (034 980 1010)

POST 49/25 : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: MTH/PP/5/2017**

SALARY CENTRE : R334 545 Plus Benefits (Level 9)
: Central Office

REQUIREMENTS : A Bachelor's Degree/Diploma or equivalent qualification majoring in fields related to auditing/Cost Accounting/Business Management/Financial Management; At least two (2) years supervisory level in Supply Chain Management; Good understanding of supply chain management legislations and sound interpretation of Public Finance Management Act; Good analytical, planning, organising, teambuilding, facilitation skills and Computer utilisation / literacy - MS Office: Word, MS Excel, MS PowerPoint, etc.; Financial Management skills; Valid driver's licence.

DUTIES : Provide guidance and assistance to management and staff in all aspects related to procurement; Ensure that procurement is in compliance with Supply

Chain Management (SCM) policies and procedures; Manage the requisition process and control and monitor the movable and immovable assets of the college; Oversee the secretariat function of Bid Committees and monitor the disposal of assets; Authorise the procurement of goods and plan and conduct regular inspections of college assets and records; Oversee the appeals process within the college; Oversee and monitor the upkeep of offices, residential and other buildings; Manage the resources of the college; Supervise the SCM team.

ENQUIRIES

: Mr R Silbernagl, or Mrs SA Liversage, (034 980 1010)