

## DEPARTMENT OF HIGHER EDUCATION AND TRAINING (uMFOLOZI TVET COLLEGE)

<b><u>APPLICATIONS</u></b>	:	uMfолоzi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be handed-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
<b><u>CLOSING DATE</u></b>	:	23 February 2018 at 13:00
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83 (available at www.umfolozicollege.co.za, from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and covering letter. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

## OTHER POSTS

<b><u>POST 05/23</u></b>	:	<b><u>CAMPUS MANAGER (REF. NO.: 2018/001)</u></b> Nature of post: Permanent
<b><u>SALARY</u></b>	:	R417 552 per annum (Salary level 10) plus benefits as applicable in the Public Sector
<b><u>CENTRE</u></b>	:	Eshowe Campus
<b><u>REQUIREMENTS</u></b>	:	A recognised tertiary qualification (3-year Degree/Diploma. A recognised, appropriate teaching qualification. Seven years' experience in a TVET (or similar) institution, of which two years should be at managerial level. Registered with SACE. Valid driver's license. An expert understanding of effective learning delivery site management, programme delivery and student support management at a TVET institution. Ability to design and implement internal administration systems and controls to ensure sound student support, programme delivery support and general administration. Proven computer literacy, including MSWord, MSEXcel and MSPowerPoint. Proven report writing and presentation skills. Extensive knowledge of: the Continuing Education and Training Colleges Act 16 of 2006 as amended, the General and Further Education and Training Quality Assurance Act (No. 58 of 2001) the sector regulatory and legislative framework as well as the Coltech administration system.
<b><u>DUTIES</u></b>	:	Implementation and managements of effective teaching and learning systems: Implement quality management systems, policies and processes for monitoring classroom practices, assessment, and moderation and performance records. Identify training programs to be offered at the campus in accordance with the program qualification mix (PQM) of the college. Manage and monitor standardised vocational program offerings in accordance with national curriculum guidelines. Improve leadership and management of teaching and learning in the classroom (monitor quality of teaching). Lead and support designated staff to ensure that learner entitlements are achieved and

improved. Promote the effective use of information and learning technologies. Liaise with the academic program manager to facilitate a two-way exchange that facilitates academic performance and delivery. Oversee the effective implementation of theoretical, practical and workplace based learning components of programmes. Manage the accreditation of program offerings. Management of human resources at the campus: Development of fit-for-purpose job profiles of academic and support staff in collaboration with human resource department. Conduct performance management reviews, identify service gaps and implement personal and/or capacity development plans of all staff members. Ensure improved academic staff performance in classroom. Compile and evaluate extra-curricular activities according to prescribed policies and procedures for approval. Recommend appointments of staff to Central Office. Manage staff leave applications and attendance in consultation with human resource department. Facilitate and promote good working relationships among all staff member. Prevention and management of conflict at campus: Ensure implementation of policies and procedures for dispute resolution. Ensure development and implementation of effective and efficient contingency plans to manage staff and student unrest. Ensure progressive disciplinary process with regards to staff contraventions of policies and procedures of the college. Make provision for emergency and evacuation procedures. Establish and maintain security committee. Manage and monitor contract for security service providers. Establishment and management of partnerships with stakeholders: Initiate new partnerships, collaboration and communication with business institutions, social and political organisations and communities. Maintain communication with parents, guardians and sponsors concerning the behaviour and performance of learners. Oversee the overall marketing of programmes and services offered at the campus. Negotiate and secure student and staff placements with industry. Encourage guest learning and workplace exposure initiative. Engage with local business, industry, NGO's and other stakeholders in alignment with the College Strategic Plan. Promote campus programme offerings. Management of campus infrastructure and facilities: Effectively manage and maintain all physical resources in the campus. Develop and implement systems for proper assets and stock management in the campus. Conduct regular stock and asset inspections and verifications. Approve all asset transfers and exchange among campuses according to prescribed policy and procedures. Implement Occupational Health & Safety policies. Monitor staff compliance to asset management policies and procedures. Development and implementation of good student support services: Manage and monitor good student support services at the campus. Ensure fair and decisive implementation and management of student disciplinary procedures. Source appropriate student material, equipment and other resource for improved teaching and learning. Identify student support need for curriculum and programmes. Identify possible workplace exposure and experience opportunities for both students and staff. Design, develop and manage efficient students' financial support systems and student accommodation. Strategic planning for good campus management: Ensure the alignment of Campus Operational Plans with the overall College Strategic Plan. Implement and manage short or long-term plans of the campus. Monitor the implementation of quality assurance policies and procedures, and ensure consistent reporting. Contribute to the audit review and monitoring process related to college objectives. Introduce and implement corrective measures on low scoring performance areas identified from the audit. Active participation in the compilation of policies and procedures of college governance. Ensure targets set in annual performance and operational plan are achieved. Management of campus systems and processes: Manage the overall consolidation of all operational activities on campus. Implement and manage effective institutional governance processes and procedures. Develop, maintain and monitor an effective integrated campus administration system. Establish a campus management committee according to policies, procedures and guidelines. Continuous delegation of responsibilities to academic and support staff to ensure effective and efficient campus operations. Quality management of all aspects of services delivered at the campus. Manage and monitor the quality of student data to ensure integrity and compliance to policy and guidelines. Lead and coordinate day-to-day management of campus operations. Provide inputs and recommendations to college management team and in committee meetings. Manage campus compliance with CET Act and other related legislation (EE, SDA, LRA, BCEA,

OHSA and SAQA. Improve communication between management, unions, committees and Student Representative Council through regular engagements. Campus financial management: Initiate, maintain and manage financial sustainability at the campus. Provide input to the compilation of the annual income, expenditure and capital budgets. Develop a draft campus budget in line Central Office guidelines. Monitor actual financial performance of the campus against budget. (Management information to be supplied monthly by Finance Unit). Implement and manage the approved campus budget and oversee the daily petty cash usage at the campus. Initiate financial cost savings through efficient utilisation of resources at campus. Endorse all campus procurement submissions in compliance with the SCM policy. Manage the bursary application process at campus level and ensure timeous submission to the Financial Aid Office. Recommend debtors refunds for approval at Central Office. Implement and manage college financial policy on student enrolments and registration at campus. Manage the student debt book in terms of the debt management policy and ensure timeous collection. Ensure continuous, consistent reporting and management of financial expenditure for compliance with Treasury regulations. Performance Management: Meet deadlines relating to Supervisees' performance contracts. Meet deadlines relating to Supervisees' Quarterly performance reviews. Meet deadlines relating to Supervisees' annual performance assessments. Ensure that Supervisees have correct and up to date job profiles. Ensure that relevant Audit-related actions as per the latest Audit Action Plan are included in Performance agreements of affected staff. Ensure that newly-appointed Supervisees are inducted within three (3) months after appointment. Ensure that Training interventions agreed to in the Personal Development Plans of Supervisees are implemented within the agreed timeframe. Ensuring that Key Result Area (KRA's) of Supervisees are aligned to the Department's and College's Strategic plan, Annual Performance. Ensure that all funded, filled and unfilled posts within one's area of responsibility are evaluated. Ensure that the Employment Equity profiles of the College is in line with the Employment Equity Plan of the Department; and Plan (APP) and Operational plan. Ensure there is at least one person living with a disability in a campus.

**ENQUIRIES**

: Mrs JSM Smith at (035) 902 9511

**POST 05/24**

: **CURRICULUM SPECIALISTS X 4 POSITIONS**

NC (V) Business Studies, REF. NO.: 2018/002  
 Report 191 Business Studies, REF. NO.: 2018/003  
 NC (V) Engineering Studies, REF. NO.: 2018/004  
 Report 191 Engineering Studies, REF. NO.: 2018/005  
 Nature of post: Permanent

**SALARY**

: R334 545. per annum (Salary level 09) plus benefits as applicable in the Public Sector

**CENTRE REQUIREMENTS**

: Central Office  
 A recognised and appropriate tertiary qualification. A minimum of five years related experience in an education and training environment of which at least three years teaching experience in the TVET sector. Qualified Assessor and Moderator. Valid driver's license. An understanding of programme development, delivery management and examinations at an academic institution. In-depth knowledge of the relevant subject sector. Ability to plan and manage projects. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge and insight into the Sector regulatory and legislative framework, policies and procedures, collective agreements governing the TVET Sector, academic assessment and moderation procedures, learnership and skills programme protocols and procedures (ETQA and SETA-related). Expert knowledge of industry skill standards and occupations instructional strategies, curriculum standards, and assessment. Advantageous: Registered Assessor and/or Moderator with a relevant SETA. Experience as a National Examiner or Moderator in relevant subject fields.

**DUTIES**

: Curriculum Development: Coordinate the planning, design and development of programme content and assessments. Identify and develop occupational programmes. Develop and lead College sector-specific workshops on curriculum development and instructional methods. Facilitate the effective delivery of the sector-specific curriculum and the programmes by conducting sessions with lecturers and facilitators to ensure standardised delivery.

Organise and train lecturers and facilitators on curriculum alignment. Conduct follow-up sessions with lecturers and facilitators to ensure relevance of the content and to make any requisite adjustments. Conduct assessments to assess the learning delivery and propose corrective action where necessary. Take the lead in the monitoring and evaluation of ICASS and ISAT as well as ECASS assessments. Plan and provide guidance and assistance for the memo discussions for the marking of external examinations. Provide reports for the Academic Board on the progress, trends and achievements of the programmes in the College. Learning Material Development and Procurement: Conduct an assessment on the existing and future learning material requirements of College programmes. Research current national and international developments and trends regarding learning material. Design, produce and or procure learning materials for existing, new or improved courses and programmes. Provide training to lecturers on the new material. Review the efficacy of the learning material utilised in all programmes. Industry Linkages: Establish and maintain programme related industry links to ensure programme relevance. Ensure teaching staff interaction with industry applications, technologies and related job skill requirements. Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives. Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits). Feasibility Study Research: Conduct feasibility studies for all new and proposed programme offerings – market requirements, suitable sites and infrastructure requirements matches and potential student enrolment. Generate executive reports on feasibility for executive “go/no go” decisions. Participate in College curriculum planning forums and the Academic Board meetings. Contribute to College strategic planning. Industry Needs Assessments: Provide annual reports on industry needs relating to the subject sector. Participate with campus staff in industry and community information gathering activities. Attend forum meetings as appropriate. Identify short course opportunities for industries and communities and facilitate execution with campus managers and learning coordinators. Identify full education programme requirements for communities and provide recommendations. Local Economic Context Assessment: Assess subject sector-specific economic activity around all College sites, specifically relating to the skills requirement. Develop and maintain updated skills database of market demand and the economic activities of all locations. Provide rationale to key national, provincial and college decision-makers for new subject-sector programme offerings. Future HRD Skills Requirement Research: Identify future skills needs of the macro economy. Assess the National Skills Development Strategy of SA, HRD skills needs reports, other Department of Labour requirements and SETA sector plans. Review international vocational training institutions for examples of new economy” programme offerings. Provide recommendations to the Academic Board and the Curriculum Development Manager for new potential programme offerings.

**ENQUIRIES**

:

Mrs JSM Smith at (035) 902 9511

**POST 05/25**

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**HUMAN RESOURCE CLERK SUPERVISOR REF. NO.: 2017/024**

(Re-advertisement)

Nature of post: Permanent

**SALARY**

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R226 611. per annum (Salary level 07) plus benefits as applicable in the Public Sector

**CENTRE**

:

Central Office

**REQUIREMENTS**

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A grade 12 certificate or equivalent. Appropriate M+3 qualification in Human Resource Management / Business Administration / Public Management / Industrial Relations. Three years' experience in the spheres of human resource management, administration and development (HRMA&D). Valid driver's license. Knowledge and understanding of legislative and regulatory framework and environment informing human resources management, development and employee relations. Proven ability to implement internal systems and controls to ensure sound operational management. Proven computer literacy, including MSWord, MExcel and MSPowerPoint. Proven reporting writing and presentation skills. Proven skills related to the preparation and implementation of human resource-related plan. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry A practical computer test on Microsoft programmes (MSWord, MExcel and MSPowerPoint) may be conducted.

**DUTIES**

: Human Resource Administration: Manage the appointment of new employees. Manage and verify the processing of HR allowances, awards, bonuses and deductions. Manage the processing of the monthly payroll. Manage the processing of terminations. Manage the recruitment & selection transactions. Manage and verify the processing of all leave related transactions. Manage and verify conditions of service related transactions and correspondence. Recommend (approve) transactions on Persal and VIP according to delegations. (Final authorisation should happen on a higher level preferable at AD or higher level). Human Resource Management: HR provisioning (Recruitment and selection, advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probationary periods, etc.). Implement conditions of services (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Termination of service. Prepare reports on human resource administration issues and statistics. Allocate and ensure quality of work. Assess staff development. Supervise the analysis and administration of the organisation and post establishment. Undertake human resource planning. Supervise human resource practices. Supervise the performance management process. Human Resource Records Administration: Supervise the opening of files for each employee. Supervise the maintenance of files. Supervise the archiving/disposal of files. Supervise the filing of documentation. Supervise the safeguarding of files and documentation. Performance Management: Meet deadlines relating to Supervisees' performance contracts. Meet deadlines relating to Supervisees' Quarterly performance reviews. Meet deadlines relating to Supervisees' annual performance assessments. Ensure that Supervisees have correct and up to date job profiles. Ensure that relevant Audit-related actions as per the latest Audit Action Plan are included in Performance agreements of affected staff. Apply discipline. Ensure that newly-appointed Supervisees are inducted within three (3) months after appointment. Ensure that Training interventions agreed to in the Personal Development Plans of Supervisees are implemented within the agreed timeframe. Ensuring that Key Result Area (KRA's) of Supervisees are aligned to the Department's and College's Strategic plan, Annual Performance Plan (APP) and Operational plan. Ensure that all funded, filled and unfilled posts within one's area of responsibility are evaluated. Ensure that the Employment Equity profiles of the College is in line with the Employment Equity Plan of the Department.

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