

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (uMFOLOZI TVET COLLEGE)

- APPLICATIONS** : uMfолоzi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
- CLOSING DATE** : 20 April 2018 at 13:00
- NOTE** : 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.
- ERRATUM:** Kindly note that the following posts: Campus Manager, Ref No: 2018/001; Curriculum Specialists: NC (V) Business Studies Ref No: 2018/002, Report 191 Business Studies, Ref No: 2018/003, NC (V) Engineering Studies, Ref No: 2018/004 and Report 191 Engineering Studies, Ref No: 2018/005 advertised in circular 05 dated 02 February 2018 with the closing date of 23 February 2018 have been withdrawn. The mentioned posts will be re-advertised by the Department of Higher Education and Training.

OTHER POSTS

- POST 13/08** : **TECHNICAL TRAINING CENTRE SUPERVISOR, REF. NO. 2018/06**
- SALARY** : R308 877 per annum (PL2) plus benefits as applicable in the Public Sector (College appointment)
- CENTRE** : Esikhawini Campus
- REQUIREMENTS** : N3 qualification inclusive of two languages or NCV level 4 or Matric/Grade 12. A trade tested artisan qualification relevant to the ARTISAN Development training programmes offered at the campus or related civil engineering qualification. Minimum of 5 years' relevant industry experience within the construction sector. Minimum of 2 years proven management / supervisory experience. Certified assessor/ moderator, in a relevant trade, with an appropriate ETQA. This may be obtained after employment. Valid driver's license. A skills test forms part of the selection process.
- DUTIES** : KRA: Operational Programme Management: Manage appropriate artisan development and other occupational programmes for the unit: Manage the identification of programme gaps, feasibility assessments and introduction of new, responsive programmes. Drive, in conjunction with the Curriculum Development Manager and Project Manager Artisan Development, a responsive, flexible syllabus based on local needs. Manage new programme decisions and the planning process, including programme accreditation. Drive programme quality systems and processes including assessment, moderation and performance records. Develop and manage the unit's programme

budgets and report on programme performance. Manage the identification and procurement/arrangement of student material, equipment and other resource requirements. Manage contract staff appointments, in line with the unit's needs analysis, following college procedures. Manage and arrange unit staff interaction with relevant staff from other sites and training centres to enhance occupational programme delivery. Manage the reporting of Artisan Development (learnership/occupational) programme project progress and performance where applicable. Manage project, assigned to the unit, deliverables such as registering of students, signing of contracts and reporting.

KRA: Occupational programme delivery and administration: Manage and oversee the performance and development of unit's facilitators. Manage the identification of unit's facilitators' skills and performance gaps and the proposed interventions. Ensure the implementation of best practice teaching practices across the unit's programmes (e.g. daily lesson plans/ programme plan). Report to the Academic Board. Oversee occupational student internal registration and administrative processes. Manage training bookings and allocations. Manage training centre administrator's duties. Manage Training Centre Training officers' duties. Manage the development and / or the production of classroom handouts, instruction materials, aids, manuals and assessment tools. Participate and lead occupational programme related assessment and moderation processes. Periodically evaluate ongoing programmes to ensure that they reflect any changes required or prescribed. Control the unit's students' assessment records of students' progress and performance.

KRA: Stakeholder Management: Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates. Ensure compliance with partnership process and guidelines. Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government. Participate in SETA-related curriculum initiatives. Establish and maintain programme-related industry links to ensure programme relevance. Ensure facilitators' 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). Address concerns and issues raised by different stakeholders. Maintain industry and other related partnerships through effective communication.

KRA: Work environment simulation: Manage the identification of work environment simulation needs for each occupational programme/Learnership and approve the plans to address specific requirements including resourcing options. Consolidate simulation options at the college (in collaboration with the Manager Artisan Development). Manage the implementation of systems to monitor the quality of workplace student experience.

KRA: Unit Management: Manage job profiles for all posts in the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit's budget and cash flow. Compile the annual operational plan related to the unit. Compile the annual Strategic plan related to the unit. Conduct performance appraisals with Unit staff and arrange and monitor individual development. Drive the establishment and maintenance of records, registers and document management systems for students and facilitators (Training Officers). Manage the unit's administration of payments of project facilitators (Training Officers) and students. Manage the unit's objectives.

KRA: Training, learning and assessments: Teach students in classrooms and workshops, providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for the use in teaching. Maintain student attendance registers and produce student progress reports. Monitor and report on students' engagement and responsiveness to teaching activities. Monitor the provision of resources to engineering stores, libraries and/or access to ICT facilities appropriate to the programme requirements and advise on these requirements. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes. Comply with programme quality systems and processes including assessment, moderation and performance records. Assess students by setting and marking exams and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/ assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles

and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Maintain all assessment records of student progress and performance. KRA: Student Guidance and Support: Provide advice on occupational related career options in typical work scenario. Translate requirements into training that will groom students for the next step in their career path. Support students on an individual basis through academic and/or personal difficulties and liaise with other professionals within the Student Support function, as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures of misbehaviour or learning disruption. KRA: 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 relevant Audit-related actions as per the latest Audit Action Plan are included in Performance agreements (PA's) 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. Ensure 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 are in line with the Employment Equity Plan.

- ENQUIRIES** : Miss NNF Madladla at (035) 902 9532
- POST 13/09** : **WORK PLACEMENT OFFICER: ENGINEERING, REF. NO: 2017/025 (RE-ADVERTISEMENT)**
- SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 8) plus benefits as applicable in Public Sector
: Central Office
: Three years' recognised qualification in an Engineering related field. Three years' minimum experience within a TVET Sector of which two years should be hands-on experience with the recruitment; selection and placement of candidates for WBE, WIL, Internships, Learnership or professional positions and one year's experience dealing directly with corporate clients and entities. Extensive knowledge of: Employment practices and policies, TVET sector policies, practices and objectives, Public Sector financial management compliance and reporting requirements. Proven ability to build and maintain healthy relationships with external companies and corporate entities. Proven computer literacy in MS Word, MS Excel, MS PowerPoint and MS Outlook; Proven report writing skills. Understanding of Human Resources related transcripts and directive applicable to the Public Service. A valid driver's licence.
- DUTIES** : KRA: Work placement process management, coordination and administration: Plan, manage and coordinate placement of current and past students in workplace-based exposure (WBE) programmes, post-studies internships, learnership, traineeships and any other placement schemes. Update and alter work placement policies and procedures as required. Track, identify, explore and communicate work placement opportunities. Coordinate work placement processes across campuses, programmes and projects. Plan and manage work placement budgets and ensure that expenditure complies with budgeted amounts. Provide administrative support to campus staff involved in work placements. Ensure detailed and meticulous recordkeeping for all work placement practices. Identify and implement practices to enhance the effectiveness, efficiency, ethical conduct and compliance of the College's work placement practices. Plan and implement administrative mechanisms for student tracking. KRA: Establishing, maintain and enhancing work placement stakeholder relationships: Continuously identify and recruit suitable partners for the College's work placement practices, including employers and service providers. Enhance and expand existing work placement partner relationships. Ensure that work placement partners and stakeholders needs, requirements and expectations are appropriately determined and managed. Ensure continued amicable relationships between the college and work placement partners. Provide training and consultative support to work placement partners, campus staff and other stakeholders. Ensure continued, open and productive communication between the college and work placement partners.

Manage a record of work place partners with relation to capacity, occupation and approval. Ensure that campuses, work placement partners and other stakeholders are informed with regard to important developments, topical issues and best practices regarding work placement. Assist stakeholders to receive certificates as approved. Arrange and coordinate workplace approval for specific occupations between the relevant ETQA (SETA and QCT) and the work place partner. KRA: Recruitment and placement of candidates: Coordinate and execute the identification, recruitment, evaluation and selection of suitable students and/or former students for participation in work placement opportunities. Effectively match candidates to available opportunities. Ensure that accurate, presentable professional documentation (including CV's, application letters and portfolios) are compiled for placement candidates. Effectively brief, induct and orientate candidates before placement. Design, compile and facilitate work-readiness and preparation programmes for students. KRA: Monitoring and evaluation of work placement practices: Conduct site visits to monitor and ensure placed candidates' performance and placement hosts' satisfaction. Ensure candidates' full compliance with programme partners' requirements and expectations. Timeously investigate, address and resolve complaints or concerns from all stakeholders. Ensure thorough documenting of placement activities, experiences, performance and guidance of recording thereof, Provide detailed, up-to-date and accurate reports to College management and programme partners, campuses and other stakeholders on all work placements activities, successes, challenges and statistics. KRA: Strategic planning and implementation: Ensure constant consultation with College Principal with work placement strategic plans. Facilitate involvement of Senior Management in the work placement communications and decision-making. Expand work placement sponsorship in collaboration with the Senior Management and coordinate necessary documents accordingly.

- ENQUIRIES** : Miss NNF Madladla at (035) 902 9532
- POST 13/10** : **ADMINISTRATION LIAISON OFFICER, NKANDLA & BAMBANANI REF. NO: 2017/084- (RE-ADVERTISEMENT) (COLLEGE APPOINTMENT)**
- SALARY** : R226 611 per annum (Level 7) plus benefits as applicable in the Public Sector. Fixed Term Contract until December 2019
- CENTRE** : Central Office
- REQUIREMENTS** : Senior Certificate with a relevant, recognised Diploma/Degree. Minimum of 3-5 years' relevant experience in financial and human resources fields. Extensive knowledge of financial and human resources. Highly developed verbal and written communication. Computer proficiency in MS Office specifically MS Excel and MSWord. Knowledge of the public sector and its financial accounting regulatory and legislative framework as well as payment and receipting procedures.
- DUTIES** : KRA: Campus Project Planning and Budgeting: Conduct project-related costing investigations; compile project budgets and capture all project expenditure. Track project expenditure against budget and project milestones. Prepare annual project budgets and forecasts and short term project cash and accounting budgets. Review project plans and ensure plans indicate key objectives, milestones, activities and required resources. KRA: Campus Project Financial Management: Review projects general ledger for accuracy and correct allocation. Produce monthly project financial reports for management review. Ensure compliance with terms of all projects and financial agreements, related documents and planning. Ensure quality of project payroll, bookkeeping, management and statutory accounting and reporting as well as project audit purposes. Prepare and analyse project related financials. Monitor and control financial performances of projects against projects plan and predetermined financial indicators. Oversee payments to suppliers and collect payment from clients. Liaise with both internal and external auditors. Manage cash of the project and accurate cash flow forecasting. Reconcile the records with vendors and clients on a timely basis. Prepare project bank account analysis on a monthly basis. Provide monthly financial reports as required for management decision-making at month-end. KRA: Project Management: Assist with project audits. Perform internal compliance audits. Serve as a liaison between management and clients' finance departments and project managers. Ensure correct project resource ordering, invoicing and inventory data. Identify risks impacting the

project margin and actively contributes to risk mitigation. Propose corrective actions including accruals and financial provisions. KRA: Human Resource Administration Support: Ensure compliance with Human Resource policies, procedures and processes with reference to recruitment and employment of project specific staff. Link salaries with relevant budget and ensure correctly accounted for in the general ledger and budget variance analysis. Monitor and control payroll expenditure of projects against project plan and predetermined financial indicators. Ensure deliverables are met within the timelines, invoices generated and payments timeously received. KRA: Reporting: Provide detailed, up-to-date and accurate reports to College management, programme partners and project- co-ordinators.

ENQUIRIES : Miss NNF Madladla at (035) 902 9532

POST 13/11 : **ADMINISTRATION LIAISON OFFICER, OCCUPATIONAL PROGRAMMES REF. NO: 2017/085 – (RE-ADVERTISEMENT) (COLLEGE APPOINTMENT)**

SALARY CENTRE REQUIREMENTS : R226 611 per annum (Level 7) plus benefits as applicable in the Public Sector Central Office
: Senior Certificate with a relevant, recognised Diploma/Degree. Minimum of 3-5 years' relevant experience in financial and human resources fields. Extensive knowledge of financial and human resources. Highly developed verbal and written communication. Computer proficiency in MS Office specifically MS Excel and MSWord. Knowledge of the public sector and its financial accounting regulatory and legislative framework as well as payment and receipting procedures.

DUTIES : KRA: Campus Project Planning and Budgeting: Conduct project-related costing investigations; compile project budgets and capture all project expenditure. Track project expenditure against budget and project milestones. Prepare annual project budgets and forecasts and short term project cash and accounting budgets. Review project plans and ensure plans indicate key objectives, milestones, activities and required resources. KRA: Campus Project Financial Management: Review projects general ledger for accuracy and correct allocation. Produce monthly project financial reports for management review. Ensure compliance with terms of all projects and financial agreements, related documents and planning. Ensure quality of project payroll, bookkeeping, management and statutory accounting and reporting as well as project audit purposes. Prepare and analyse project related financials. Monitor and control financial performances of projects against projects plan and predetermined financial indicators. Oversee payments to suppliers and collect payment from clients. Liaise with both internal and external auditors. Manage cash of the project and accurate cash flow forecasting. Reconcile the records with vendors and clients on a timely basis. Prepare project bank account analysis on a monthly basis. Provide monthly financial reports as required for management decision-making at month-end. KRA: Project Management: Assist with project audits. Perform internal compliance audits. Serve as a liaison between management and clients' finance departments and project managers. Ensure correct project resource ordering, invoicing and inventory data. Identify risks impacting the project margin and actively contributes to risk mitigation. Propose corrective actions including accruals and financial provisions. KRA: Human Resource Administration Support: Ensure compliance with Human Resource policies, procedures and processes with reference to recruitment and employment of project specific staff. Link salaries with relevant budget and ensure correctly accounted for in the general ledger and budget variance analysis. Monitor and control payroll expenditure of projects against project plan and predetermined financial indicators. Ensure deliverables are met within the timelines, invoices generated and payments timeously received. KRA: Reporting: Provide detailed, up-to-date and accurate reports to College management, programme partners and project- co-ordinators.

ENQUIRIES : Miss NNF Madladla at (035) 902 9532

POST 13/12 : **TECHNICAL TRAINING CENTRE TRAINING OFFICER: RIGGER, REF. NO. 2018/07 (COLLEGE APPOINTMENT)**

SALARY CENTRE : R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector
: Richtek Campus

<u>REQUIREMENTS</u>	:	A relevant recognised artisan qualification. Minimum of 3 years' trade related industry experience post trade test. Advantageous: Assessor/Moderator qualifications. Relevant teaching/training-related experience. A recognised teaching qualification. National N Diploma or equivalent recognised qualification in the relevant field. Valid driver's licence.
<u>DUTIES</u>	:	<p>KRA: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advice on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes; comply with programme quality systems and processes including assessment, moderation and performance records. KRA: Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. KRA: Teaching administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability of training manuals and consumable items for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. KRA: Subject development and marketing of programmes. Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at "open days" and other promotional events. Provide guidance and work related insights to students, parents and the general community. KRA: Student guidance and support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.</p>
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532
<u>POST 13/13</u>	:	<u>TECHNICAL TRAINING CENTRE TRAINING OFFICER: MILLWRIGHT, REF. NO. 2018/08 (COLLEGE APPOINTMENT)</u>
<u>SALARY</u>	:	R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector
<u>CENTRE REQUIREMENTS</u>	:	Richtek Campus
	:	A relevant recognised artisan qualification. Minimum of 3 years' trade related industry experience post trade test. Advantageous: Assessor/Moderator qualifications. Relevant teaching/training-related experience. A recognised teaching qualification. National N Diploma or equivalent recognised qualification in the relevant field. Valid driver's licence.

DUTIES

: KRA: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advice on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes; comply with programme quality systems and processes including assessment, moderation and performance records. KRA: Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. KRA: Teaching administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability of training manuals and consumable items for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. KRA: Subject development and marketing of programmes. Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at "open days" and other promotional events. Provide guidance and work related insights to students, parents and the general community. KRA: Student guidance and support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES

: Ms NNF Mdladla at (035) 902 9532

POST 13/14

: **TECHNICAL TRAINING CENTRE TRAINING OFFICER: FITTER, REF. NO. 2017/114 – RE-ADVERTISEMENT (COLLEGE APPOINTMENT)**

SALARY

: R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector

CENTRE

: Mandeni Campus

REQUIREMENTS

: A relevant recognised artisan qualification. Minimum of 5 years' trade related industry experience post trade test. A skills test forms part of the selection process. Very good knowledge of subject area and work-related applications. Good planning and organising skills. Good record keeping and administrative skills. Good verbal and written communication skills. Good problem solving and supervisory skills. Sound people skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations. Knowledge of QTCA related programmes and processes of artisan qualifications. Advantageous: Assessor/Moderator qualifications; Relevant teaching/training-related experience; A recognised teaching qualification;

DUTIES

National N Diploma or equivalent recognised qualification in the relevant field;
Valid driver's licence.

: KRA: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advice on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes; comply with programme quality systems and processes including assessment, moderation and performance records. KRA: Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. KRA: Teaching administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability of training manuals and consumable items for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. KRA: Subject development and marketing of programmes. Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at "open days" and other promotional events. Provide guidance and work related insights to students, parents and the general community. KRA: Student guidance and support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES

: Ms NNF Mdladla at (035) 902 9532

POST 13/15

: **TECHNICAL TRAINING CENTRE TRAINING OFFICER: PLUMBER, REF. NO. 2017/107 RE-ADVERTISEMENT (COLLEGE APPOINTMENT)**

SALARY

: R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector

CENTRE

: Esikhawini Campus

REQUIREMENTS

: A relevant recognised artisan qualification. Minimum of 5 years' trade related industry experience post trade test. A skills test forms part of the selection process. Very good knowledge of subject area and work-related applications. Good planning and organising skills. Good record keeping and administrative skills. Good verbal and written communication skills. Good problem solving and supervisory skills. Sound people skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations. Knowledge of QTCA related programmes and processes of artisan qualifications. Advantageous: Assessor/Moderator qualifications; Relevant

DUTIES

teaching/training-related experience; A recognised teaching qualification; National N Diploma or equivalent recognised qualification in the relevant field; Valid driver's licence.

KRA: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes; Comply with programme quality systems and processes including assessment, moderation and performance records. KRA: Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. KRA: Teaching administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability of training manuals and consumable items for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. KRA: Subject development and marketing of programmes. Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at "open days" and other promotional events. Provide guidance and work related insights to students, parents and the general community. KRA: Student guidance and support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

ENQUIRIES

Ms NNF Mdladla at (035) 902 9532

POST 13/16

TECHNICAL TRAINING CENTRE TRAINING OFFICER: CARPENTER, REF. NO. 2017/106 RE-ADVERTISEMENT (COLLEGE APPOINTMENT)

SALARY

R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector

CENTRE

Esikhawini Campus

REQUIREMENTS

A relevant recognised artisan qualification. Minimum of 5 years' trade related industry experience post trade test. A skills test forms part of the selection process. Very good knowledge of subject area and work-related applications. Good planning and organising skills. Good record keeping and administrative skills. Good verbal and written communication skills. Good problem solving and supervisory skills. Sound people skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations. Knowledge of QTCA related programmes and processes of artisan

qualifications. Advantageous: Assessor/Moderator qualifications; Relevant teaching/training-related experience; A recognised teaching qualification; National N Diploma or equivalent recognised qualification in the relevant field; Valid driver's licence

<u>DUTIES</u>	:	<p>KRA: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advise on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes; Comply with programme quality systems and processes including assessment, moderation and performance records. KRA: Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. KRA: Teaching administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability of training manuals and consumable items for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. KRA: Subject development and marketing of programmes. Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at "open days" and other promotional events. Provide guidance and work related insights to students, parents and the general community. KRA: Student guidance and support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.</p>
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532
<u>POST 13/17</u>	:	<u>TECHNICAL TRAINING CENTRE TRAINING OFFICER: BRICKLAYER, REF. NO. 2017/105 RE-ADVERTISEMENT (COLLEGE APPOINTMENT)</u>
<u>SALARY</u>	:	R185 796 – R414 432 per annum (PL1) plus benefits as applicable in the Public Sector
<u>CENTRE REQUIREMENTS</u>	:	Richtek Campus
	:	A relevant recognised artisan qualification. Minimum of 5 years' trade related industry experience post trade test. A skills test forms part of the selection process. Very good knowledge of subject area and work-related applications. Good planning and organising skills. Good record keeping and administrative skills. Good verbal and written communication skills. Good problem solving and supervisory skills. Sound people skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations.

		Knowledge of QTCA related programmes and processes of artisan qualifications. Advantageous: Assessor/Moderator qualifications; Relevant teaching/training-related experience; A recognised teaching qualification; National N Diploma or equivalent recognised qualification in the relevant field; Valid driver's licence
<u>DUTIES</u>	:	<p>KRA: Teaching and Learning Delivery: Train students in classrooms or workshops providing theory and practical training through lectures, discussions, practical demonstrations, practical simulations and supervision. Prepare lessons (lesson plans) and produce materials such as typed notes, diagrams, patterns and any consumables for use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to engineering stores, libraries and/or access to IT facilities appropriate to the subject requirements and advice on these requirements. Monitor and report on student engagement and responsiveness to teaching activities. Monitor and prepare relevant training materials and consumables for each course. Comply with new decisions and planning processes of occupational programmes; comply with programme quality systems and processes including assessment, moderation and performance records. KRA: Student Assessment and Evaluation: Assess students by setting and marking assessment tasks and assignments, and evaluating completed projects. Perform pre-and post-assessment moderations of assessments/assessment tools. Ensure that work is set and assessed consistently, in line with different teaching principles and College Assessment policy. Complete all related assessment and moderation administrative records or reports. Participate in occupational programme related assessment and moderation committees. Maintain all assessment records of student progress and performance. KRA: Teaching administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and programme estimates of material needs (including consumables). Report or facilitate the maintenance of equipment and/or workshops. Comply with all registration, assessment and other data entry requirements. Participate in regular study unit meetings, informing colleagues of all matters pertaining to student performance. Provide input towards the compilation of Technical Training Centre annual budgets. Perform regular Health and Safety inspections according to college policies and procedures of the training facilities and equipment. Prepare and monitor the availability of training manuals and consumable items for assigned training programmes and manage the distribution thereof. Participate in the college performance appraisal programme. KRA: Subject development and marketing of programmes. Maintain up-to-date knowledge of industry trends in subject area. Participate in occupational courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material and assessment tools based on current industry trends. Represent the occupational programme area at "open days" and other promotional events. Provide guidance and work related insights to students, parents and the general community. KRA: Student guidance and support: Provide advice on occupational related career and qualification options and typical working scenarios. Support students on an individual basis through academic or personal difficulties and liaise with other professionals within the Student Support function as needed. Mentor students during their training programme. Manage student behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.</p>
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532
<u>POST 13/18</u>	:	<u>ENGLISH LECTURER, REF. NO. 2018/09</u>
<u>SALARY</u>	:	R185 769. – R211 617 per annum plus benefits as applicable in the Public Sector
<u>CENTRE REQUIREMENTS</u>	:	Eshowe Campus
	:	Recognised three-year diploma/degree with English as one of the major subjects (REQV 13). Must be able to teach English L2 to L4. Advantageous: Assessor/Moderator qualifications. Relevant teaching/training-related experience. A recognised teaching qualification. Valid driver's licence.
<u>DUTIES</u>	:	Teach students in classroom or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons and produce materials such as typed notes,

diagrams and any consumables for use in teaching. Maintain student attendance registers and produce students' progress reports. Monitor and report on student engagement and responsiveness to teaching activities. Assess students by setting and marking assessments and evaluating completed projects. Participate in subject related assessment and moderation committees. Maintain all assessment records of students' progress and performance. Maintain registers of all textbooks/tool allocations and check returned textbooks. Submit annual and term estimates of material needs. Comply with all registration, assessment and other data entry. Maintain up-to-date knowledge of industry trends in subject area. Maintain and revise instructional material based on current industry trends. Represent the subject area at "open days" and other promotional events. Support students on an individual basis through academic or personal difficulties and liaise with other professional within the Student Support function as needed. Manage students behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532
<u>POST 13/19</u>	:	<u>PULP & PAPER TECHNOLOGY LECTURER REF.NO.2018/010</u>
<u>SALARY</u>	:	R185 769. – R211 617 per annum plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Mandeni Campus
<u>REQUIREMENTS</u>	:	A relevant recognised chemical engineering/Pulp and Paper technology three-year Diploma/Degree (REQV 13). Must be able to teach Pulp and Paper Technology L2 to L4. Advantageous: Assessor/Moderator qualifications. Relevant teaching/training-related experience. A recognised teaching qualification. Valid driver's licence.
<u>DUTIES</u>	:	Teach students in classroom or workshops providing theory and practical training through lectures, discussions, practical demonstrations and supervision. Prepare lessons and produce materials such as typed notes, diagrams and any consumables for use in teaching. Maintain student attendance registers and produce students' progress reports. Monitor and report on student engagement and responsiveness to teaching activities. Assess students by setting and marking assessments and evaluating completed projects. Participate in subject related assessment and moderation committees. Maintain all assessment records of students' progress and performance. Maintain registers of all textbooks/tool allocations and check returned textbooks. Submit annual and term estimates of material needs. Comply with all registration, assessment and other data entry. Maintain up-to-date knowledge of industry trends in subject area. Maintain and revise instructional material based on current industry trends. Represent the subject area at "open days" and other promotional events. Support students on an individual basis through academic or personal difficulties and liaise with other professional within the Student Support function as needed. Manage students behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532
<u>POST 13/20</u>	:	<u>STUDENT LIAISON OFFICER: STUDENT SUPPORT SERVICES, REF.NO: 2018/011</u>
<u>SALARY</u>	:	R183 558 per annum (Level 6) plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Chief Albert Luthuli Campus
<u>REQUIREMENTS</u>	:	Relevant tertiary Diploma/ Degree specialising in Psychology, Social Sciences or Social Work. At least one-year experience in college, student support or counselling environment; Valid driver's licence. Registration with the Health Professions Council of SA / South African Council for social Services Professions
<u>DUTIES</u>	:	Establish relationships with students based on respect and trust; listen without being bias to issues raised by students. Assist students to make decisions and choices regarding possible ways forward and making referrals to other sources of help, as appropriate. Provide appropriate guidance and support within the context of counselling policy and procedure. Ensure access to and availability of resource centre facilities by overseeing usage; set and implement standards of facility utilisation and general behaviours. Monitor and maintain equipment or material usage and ensure upkeep. Identify resource

needs and provide detailed motivations for acquisition. Administer career guidance assessments, explain results and offer suggestions. Administer subject specific intake assessments and refer them to the relevant Head of Unit. Provide guidance on local employers, CV writing and interview skills. Gather information on career options and make it accessible to students. Provide learning strategy advice and identify remedial academic needs and communicate such to Head of Units. Update and maintain records of students' progress for bursary administration purposes. Assist the Assistant Director: Student Support Services with the development and implementation of proactive and developmental life skills programmes. Facilitate and provide guidance on SRC elections processes. Provide training and mentoring on SRC roles, duties, protocols and practices. Assist in providing special academic assistance, special devices and physical access for students with special needs. Establish an effective tracking system regarding students that have left the Campus. Establish relations with surrounding businesses and arrange for the placement of graduate students where possible. Identify and implement wellness programmes (e.g. HIV/AIDS, campus safety initiatives, alcohol and drug awareness, suicide awareness and education, etc.).

ENQUIRIES :

Ms NNF Mdladla at (035) 902 9532

POST 13/21 :

SENIOR ADMINISTRATION CLERK: CAMPUS HUMAN RESOURCE ADMIN, REF.NO: 2018/012

SALARY CENTRE REQUIREMENTS :

R152 862 per annum (Level 5) plus benefits as applicable in the Public Sector Mandeni Campus
Grade 12 / NCV Level 4 certificate with Office Administration; N6 Human Resource Management. Experience in a Human Resource Management Public Service/ TVET environment will be an added advantage.

DUTIES :

Consolidate and submit new appointment documentation and check correctness of remuneration according to approved salary scales. Submit allowance and deduction documentation and confirm correctness on the monthly payroll. Submit termination documentation and ensure no overpayments on the relevant monthly payroll. Consolidate and submit all performance management and appraisal documentation to the Central Office. Consolidate and submit all human resource information and documentation to the Central Office. Follow-up and resolve all human resource administration queries and issues emanating from campus staff. Conduct sifting, short-listing and interview meetings of appointments. Open campus files for each employee. Maintain the files. Dispose of the files. File documentation. Safeguard files and documentation.

ENQUIRIES :

Ms NNF Mdladla at (035) 902 9532

POST 13/22 :

SENIOR ADMINISTRATION CLERK: ENROLMENT & REGISTRATION CLERK, REF.NO: 2018/013

SALARY CENTRE REQUIREMENTS :

R152 862 per annum (Level 5) plus benefits as applicable in the Public Sector Mandeni Campus
Grade 12 Certificate or NCV Level 4 Office Admin or N6 Business Studies. Between zero and two years' experience in general administration preferably in an education institution.

DUTIES :

Comply with enrolment policies and procedures. Undertake pre-enrolment preparation of student information. Administer the enrolment processes. Undertake post-enrolment procedures to verify student information. Conduct enrolment audits by comparing Coltech against student enrolment cards and against registers. Comply with examination policies and procedures. Provide administrative support during College examinations. Print certificates and issue external certificates. Conduct an analysis of results per programme/subject or student.

ENQUIRIES :

Ms NNF Mdladla at (035) 902 9532

POST 13/23 :

SENIOR ADMINISTRATION CLERK: ENROLMENT & REGISTRATION CLERK, REF.NO: 2018/014

SALARY CENTRE REQUIREMENTS :

R152 862 per annum (Level 5) plus benefits as applicable in the Public Sector Chief Albert Luthuli Campus
Grade 12 Certificate. Between zero and two years' experience in general administration preferably in an education institution.

<u>DUTIES</u>	:	Comply with enrolment policies and procedures. Undertake pre-enrolment preparation of student information. Administer the enrolment processes. Undertake post-enrolment procedures to verify student information. Conduct enrolment audits by comparing Coltech against student enrolment cards and against registers. Comply with examination policies and procedures. Provide administrative support during College examinations. Print certificates and issue external certificates. Conduct an analysis of results per programme/subject or student.
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532
<u>POST 13/24</u>	:	<u>SENIOR ADMINISTRATION CLERK: FINANCE & PROCUREMENT REF.NO: 2018/015</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (Level 5) plus benefits as applicable in the Public Sector Chief Albert Luthuli Campus Grade 12 Certificate or equivalent qualification. Between zero and two years' experience in supply chain administration or general administration preferably in an education institution.
<u>DUTIES</u>	:	Administer the annual supply chain needs assessment. Verify and process supply chain requisitions. Administer the quotation and tender processes. Track purchases from order placement until it arrives in the hands of order placer. Verify that ordered items meets all customer specifications and internal customer is satisfied. Contact suppliers to resolve shortages and other problems. Handle invoices and forward to Finance unit. Capture new service providers onto the College database of suppliers. Effect changes to supplier details on the supplier database, specifically ensuring that supporting documentation is correct. Identify and report incidents relating to possible fronting and other deviant behaviour. Analyse supplier and supply chain performance. Update and process system information, maintain records and information with respect to suppliers, prices and related procedural requirements and extract reports on the status of procurement activities. Liaise with stakeholders, attend to queries from clients and address issues raised. File documentation.
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532
<u>POST 13/25</u>	:	<u>STORES ADMINISTRATOR, REF.NO: 2018/016</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R152 862 per annum (Level 5) plus benefits as applicable in the Public Sector Chief Albert Luthuli Campus Grade 12 Certificate or equivalent, with Mathematics; A recognised Welding Trade Test. A minimum of three years Welding and/or stores experience, Experience with welding equipment and machinery- MIG, TIG, ARC, OXY/ACE. Valid driver's license.
<u>DUTIES</u>	:	Monitor and control all stock levels as per Campus and Programme requirements. Maintain optimum stock levels with up-to-date documentation and proof of control – manually and electronically. Setup items, tools, equipment, etc. to be clearly visible and safely displayed for issue and stock take. Ensure availability of required consumables, tools, equipment, materials, etc. at all times through a thorough Stores issue and return procedure, and a strict stock control system. Maintain a high level of housekeeping and strict adherence to Health & Safety policies, procedures and rules in both the stores, workshops and practical work areas. Effectively conduct all relevant Health and Safety, First Aid, SHE Representative and tools, equipment and electrical inspections as well as inductions in the relevant area. Manage the safety and security of all materials, tools, equipment and buildings in the relevant area by locking-up, and opening (arming and disarming of security system). Maintain detailed and accurate records of all requisitions, stock and all other stores and workshop activities for effective management and control, and for audit purposes. Ensure all records are accurately and continuously updated and managed, i.e.: Asset, Equipment, Tools, Materials registers, etc.; Ensure that all records and documentation is methodically filed for ease of access for verification and audit purposes. Complete and timeously submit all relevant administrative records and reports as required as per stipulated time frames. Communicate required information accurately and qualitatively to supervisors and all other stakeholders timeously. Maintain a link between stakeholders such as lecturers, students, suppliers, etc. Conduct stock takes, and order materials, equipment, tools, PPE's, boots, consumables, etc. as per identified

optimum stock levels in order to maintain adequate stock levels to ensure adequate availability of all items. Receive deliveries / orders, verify the receipt of items against requisitions and delivery notes/invoices, and sign-off. Complete all necessary SCM documentation and file methodically; Distribute received items to designated shelving space or persons to ensure timeous utilisation of the items. Issue materials, equipment, tools, PPE's, Boots, consumables, etc. as per requirements on requisitions and updating stock levels both manually and electronically. Issue and return of tools, equipment, materials and consumables from stock for use by lecturers and students for the day-to-day running of the workshops. Control all incoming and outgoing supplies, storage of materials, and manage all scrap materials and recycling of materials. Prepare materials, tools, equipment and consumables as required for Welding workshop exercises, tasks and projects. Construct and dismantle structures, welding jigs, etc. for classwork, and clearing and recovering materials for re-use. Carry out basic maintenance, inventory and safety checks of workshop, equipment and machinery, hand tools, portable electrical equipment, materials, etc. Under the general supervision of the Welding Lecturer, and in emergency situations (absence of Welding Lecturer) perform a variety of routine duties as needed, and to support and teach sheet metal arc welding, MIG, TIG, ARC, OXY/ACE welding and cutting to students. Maintain workshop, practical teaching areas, and storage areas in a tidy and safe condition, and ensure compliance by all stakeholders in the relevant designated area to Health & Safety rules and regulations.

- ENQUIRIES** : Ms NNF Mdladla at (035) 902 9532
- POST 13/26** : **TECHNICAL TRAINING CENTRE ADMINISTRATIVE CLERK REF.NO.2018/017 (COLLEGE APPOINTMENT)**
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum (Level 5) plus benefits as applicable in the Public Sector
: Esikhawini Campus
: Grade 12 / NCV Level 4 certificate with Office Administration. N6 Human Resource Management. Experience in a Human Resource Management Public Service/ TVET environment will be an added advantage.
- DUTIES** : Consolidate and submit new appointment documentation and check correctness of remuneration according to approved salary scales. Submit allowance and deduction documentation and confirm correctness on the monthly payroll. Submit termination documentation and ensure no overpayments on the relevant monthly payroll. Consolidate and submit all performance management and appraisal documentation to the Central Office. Consolidate and submit all human resource information and documentation to the Central Office. Follow-up and resolve all human resource administration queries and issues emanating from campus staff. Conduct sifting, short-listing and interview meetings for appointments. Open campus files for each employee. Maintain the files. Dispose of the files. File documentation; Safeguard files and documentation.
- ENQUIRIES** : Ms NNF Mdladla at (035) 902 9532