

ANNEXURE H

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (IKHALA (TVET) COLLEGE)

The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts and a candidate whose appointment, transfer or promotion will promote representivity are encouraged to apply. All those who had applied for IT Manager and TVET Manager are encouraged to re-apply.

- APPLICATIONS** : Please Forward Your Application, Quoting The Reference Number to: HR Department, Ikhala TVET College, Private Bag X7110, Queenstown, 5320 Or Hand Deliver to: Zone D, Gwadana Drive, Ezibeleni, Queenstown.
- CLOSING DATE** : 11 May 2018 @ 12:00, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by a comprehensive CV, certified copy of green South African identity document and certified copies of all academic qualifications and certified copy of driver's license. Persons in possession of foreign qualification MUST submit an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit the requested documents will result in the application no being considered. The successful candidate will be subjected to a security clearance and verification of qualifications etc. Shortlisted candidates will be subjected to a practical assessment. Correspondence will only be entered into with short-listed applicants. The College /department reserve the right to withdraw any of the advertised posts at any time depending on the need.
- ERRATUM: (uMFOLOZI TVET College):** kindly note that the following posts published in Public Service vacancy circular 05 dated 02 February 2018 with closing date of 23 February 2018; namely: 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NC (V) Engineering Studies Ref No: 2018/004; and Report 191 Engineering Studies Ref No: 2018/005; were erroneously withdrawn in the Public Service vacancy circular 13 dated 29 March 2018. For Enquiries: Mrs JSM Smith (035) 902 9511.

OTHER POSTS

- POST 17/26** : **SES (DISABILITY) REF NO: IKHALA 01/04/2018**
(Permanent)
- SALARY** : Post Level 3 (R367 773)
- CENTRE** : Admin Centre
- REQUIREMENTS** : A recognised three (3) year qualification (REQV 13) which must include appropriate training as an Educator and an appropriate recognized post-graduate Degree in Special Needs Education or Disability Studies. Registration with SACE. Five (5) years working experience in the Education Sector. A valid driver's license is a pre-requisite. Core Competencies: Knowledge of legislation and policies pertaining to disability in the higher education environment. Knowledge and insight into institutional management and governance, especially with regard to the TVET Sector. Strong skills pertaining to planning implementation. Excellent communication and organisational skills, ability to network and work independently. Compassionate skills. Excellent computer skills. Facilitation and training skills. Enthusiasm and energetic.
- DUTIES** : Provide support to students with disabilities in line with White paper for post school education and training. Provide support to lecturers pertaining to Inclusive Education. Facilitate purchasing of assistive devices. Advocate, advice and prepare Campuses regarding disabilities and the implementation of reasonable accommodation in the learning and teaching environment. Develop and sustain partnerships and networks with relevant stakeholders. Facilitate early identification, assessment, and referral/placement services to

| | | |
|--|---|--|
| | | address needs and barriers to learning. Ensure effective functioning of support structures in Campuses and the College. |
| <u>ENQUIRIES</u> | : | can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23. |
| <u>POST 17/27</u> | : | <u>ASSISTANT DIRECTOR: IT MANAGER, REF NO: IKHALA 02/04/2018</u> (Permanent) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | Notch R334 545 per annum (SL 9) Ikhala TVET College: Admin Centre An appropriate National Diploma/Bachelor's Degree in Information Technology or equivalent qualification. Five (5) years relevant working experience in the IT industry. Two (2) years must be on a supervisory level will be an added advantage. Knowledge of different types of Information Communication Technology (ICT) systems and processes. Knowledge of Microsoft deployment server and volume licensing. Basic knowledge of project management monitoring and evaluation; ability to make presentation and good interpersonal skills; ability to mentor and coach subordinates. A+, N+ or MCSE certificates will be an added advantage. A valid driver's license is essential as traveling and extended working hours may be required and Advanced computer skills. Exposure to an educational system environment will be an advantage. Knowledge and experience of good IT governance practices (COBIT, KINGIV). |
| <u>DUTIES</u> | : | Formulate ICT policies and procedures. Administer and monitor IT security and electronic access. Establish systems to safeguard hardware and data. Ensure computers are protected against viruses and malicious attacks. Maintain a disaster recovery plan and procedures. Maintain backup plans and test backups. Maintain the WAN and LAN networks. Provide specifications to the SCM Unit for the purchase of software and hardware. Manage the provision of IT training. Ensure that student computers are in compliance with examination regulations before each exam. Monitor the provision of software application support by the Network Controllers. Manage the schedule of computer repairs and maintenance, and installations. Provide IT staff with technical assistance where needed. Deploy Microsoft software and manage the licensing of software. Ensure the college meet the requirements of the Auditor General during annual audits. Manage Unit's budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development. |
| <u>ENQUIRIES NOTE</u> | : | can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23. All short-listed applicants will be exposed to a practical on knowledge of Hard and Software, as part of the interview process. |
| <u>POST 17/28</u> | : | <u>ASSISTANT DIRECTOR: TVET MIS MANAGER, REF NO: IKHALA 03/04/2018</u> (Permanent) |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | Notch R334 545 per annum (SL 9) Ikhala TVET College: Admin Centre Grade 12 or Equivalent NQF Level 4 qualification, A relevant, recognised three year National Diploma or Bachelor's Degree in Information Technology (IT) or Information Systems or equivalent qualification majoring in Information System/Development Software coupled with A+, N+ and CCNA certificates. 5 years Student database management experience and design of which two years must be on a supervisory level. Knowledge of and experience working with Coltech system will be added advantage. A valid driver's license is essential as traveling and extended working hours may be required. Good analytical, communication, project management and presentation skills. Ability to troubleshoot any kind of systems related problems and maintain security of the system. Ability to work under pressure and meet deadlines. |
| <u>DUTIES</u> | : | Provide effective overall system and data management of the Coltech Student System and ColtSMS. Serve as a coordinator for the management and resolution of all student system data quality related issues. Ensure data |

integrity and security. Control access and permission to Coltech Student System. Establish the needs of users and monitor the College data/information plan. Provide inputs into strategic and institutional development initiatives. Provide information for TVET Sector decision making. Ensure that relevant policies are developed and implemented. Monitor new student data information capturing. Prepare monitoring and evaluation reports. Collate data, quality assure data and information captured. Responsible for TVETMIS submission and providing management with data and student statistics.

ENQUIRIES
NOTE

- : can be directed to: Mr. M. Bhikisha or Ms. T. Gomba at 047 873 8862/23.
- : All short-listed applicants will be exposed to a practical in COLTECH System, as part of the interview process.