

ANNEXURE F

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (UMFOLOZI TVET COLLEGE)

- APPLICATIONS** : uMfolozi 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
- CLOSING DATE** : 15 June 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.

OTHER POSTS

- POST 21/10** : **HUMAN RESOURCE MANAGEMENT LECTURER, REF NO: 2018/032**
- SALARY** : R185 796 – R211 617 per annum (PL1) plus benefits as applicable in the Public Sector (College Appointment fixed term contract ending 31 May 2020)
- CENTRE** : Bambanani Campus
- REQUIREMENTS** : Recognised three-year Diploma/Degree in HRM/Industrial Relations or Industrial Psychology. Very good knowledge of subject area and work-related applications. Good record keeping and administrative skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations. Advantageous: Assessor/Moderator. Three years teaching/ training/Industry-related experience. Valid driver's licence.
- DUTIES** : Teaching and Learning Delivery: Teach students in classrooms or 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 use in teaching. Maintain student attendance registers and produce student progress reports. Monitor the provision of resources to 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. Student Assessment and Evaluation: Assess students by setting and marking exams and assignments, and evaluating completed projects. Ensure that work is set and assessed consistently, in line with OBE principles and College Assessment policy and complete all related administrative records or reports. Participate in subject related assessment

and moderation committees. Maintain all assessment records of student progress and performance. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage). Submit annual and term 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. Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area. Participate in INSET courses and contribute subject specific teaching enhancements. Maintain and/or revise instructional material based on current industry trends. Represent the subject area at “open days” and other promotional events. Provide guidance and work related insights to students, parents and the general community. Student Guidance and Support: Provide advice on subject related career 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. Manage student behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.

- ENQUIRIES** : Mrs JSM Smith at (035) 902 9511
- POST 21/11** : **COMPUTER LECTURER REF NO 2018/033 (X2 POSTS)**
- SALARY** : R185 796 – R211 617 per annum (PL1) plus benefits as applicable in the Public Sector (College Appointment fixed term contract ending 31 May 2020)
- CENTRE** : Bambanani Campus
- REQUIREMENTS** : Recognised three-year Diploma/Degree in Information Technology/Information Systems or any qualification with Computers as a major subject/Module. Very good knowledge of subject area and work-related applications. Good record keeping and administrative skills. Computer proficiency in MS Office Suite. Ongoing interest and upskilling in new developments and innovations. Advantageous: Assessor/Moderator accredited. Three years teaching/training/industry-related experience. Valid driver's licence
- DUTIES** : Teaching and Learning Delivery: Teach students in classrooms or 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 use in teaching; Maintain student attendance registers and produce student progress reports; Monitor the provision of resources to 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. Student Assessment and Evaluation: Assess students by setting and marking exams and assignments, and evaluating completed projects; Ensure that work is set and assessed consistently, in line with OBE principles and College Assessment policy and complete all related administrative records or reports; Participate in subject related assessment and moderation committees; Maintain all assessment records of student progress and performance. Teaching Administration: Maintain registers of all textbook/tool allocations and check returned textbooks/tools (ensuring charges for loss or damage); Submit annual and term 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. Subject Development and Marketing of Programmes: Maintain up-to-date knowledge of industry trends in subject area; Participate in INSET courses and contribute subject specific teaching enhancements; Maintain and/or revise instructional material based on current industry trends; Represent the subject area at “open days” and other promotional events; Provide guidance and work related insights to students, parents and the general community. Student Guidance

		and Support: Provide advice on subject related career 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; Manage student behaviour in the classroom or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.
<u>ENQUIRIES</u>	:	Mrs JSM Smith at (035) 902 9511
<u>POST 21/12</u>	:	<u>ICT TECHNICIAN, REF NO: 2018/034</u>
<u>SALARY</u>	:	R183 558 per annum (Level 06) plus benefits as applicable in the Public Sector (College appointment fixed term contract ending 31 May 2020)
<u>CENTRE</u>	:	Bambanani Campus
<u>REQUIREMENTS</u>	:	A recognised and appropriate three-year diploma or equivalent qualification in information technology. Three years' experience in an information technology environment or an A+ Certificate. Valid driver's licence. Experience in the use of personal computer hardware and software with specific knowledge of spreadsheet, word processing and database applications, DOS and Windows operating systems, and integrated financial systems. Knowledge of microcomputer hardware repair. Experience with network hardware and operating systems, their installation and maintenance. Ability to communicate technical information in a non-technical manner and to work effectively with users with varying levels of expertise. Ability to develop end-user documentation. Knowledge of fundamental programming theories. Ability to diagnose and correct system problems. Proven knowledge and competence regarding computer hardware and software, its installation; its technical operation; and the ability to solve computer-related problems. Proven experience in providing all levels of user and application support. Advantageous: N+ certificate.
<u>DUTIES</u>	:	Hardware and Software Installation and System Maintenance: Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions. Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software. Set up, install and test new units prior to handover and monitoring functionality in the live environment. Maintain data dictionaries/directories and control the distribution and retention of data on various storage devices. Network Administration and Maintenance: Administer the WAN and LAN networks. Monitor and administer the usage of the internet. Information Technology and System Administration: Update the IT asset register. Maintain records of licences permitting the use of specific software. Perform system backups. Web Support: Implement appropriate security measures to safeguard data and restrict access appropriately. Audit web sites and applications to ensure that standards are met, security measures are in place and determine and address the impact of new requirements and programming changes required. Maintain web applications (e.g. integration, testing, maintenance and reporting.
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532
<u>POST 21/13</u>	:	<u>REGISTRATIONS AND EXAMINATIONS CLERK, REF NO: 2018/035</u>
<u>SALARY</u>	:	R152 862 per annum (Level 05) plus benefits as applicable in the Public Sector (College appointment fixed term contract ending 31 May 2020)
<u>CENTRE</u>	:	Bambanani Campus
<u>REQUIREMENTS</u>	:	Grade 12 certificate. At least one year's experience in Coltech. At least one year's general in general administration preferably examination activities. Proven computer literacy, including MSWord and MSExcel. Proven statistical analysis skills. Knowledge of general administration principles, methodologies and procedures as well as public sector reporting requirements. Good record keeping and administrative skills. Advantageous: National Diploma in Financial Management or Business Management.
<u>DUTIES</u>	:	Enrolment and General Administration: 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. Examination Administration and Coordination: 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 21/14</u>	:	<u>STUDENT SUPPORT SERVICES ADMINISTRATION CLERK, REF NO: 2018/036</u>
<u>SALARY</u>	:	R152 862 per annum (Level 05) plus benefits as applicable in the Public Sector (College appointment fixed term contract ending 31 May 2020)
<u>CENTRE</u>	:	Bambanani Campus
<u>REQUIREMENTS</u>	:	Grade 12 or NC (V) Level 4 Office Admin or Equivalent. At least one year's experience with Student Support Services is required. Computer literate with proficiency in MSExcel and MSWord. Good administrative skills. Good communication (verbal and written), presentation skills. Able to pay attention to detail when processing data.
<u>DUTIES</u>	:	Student Support: Perform front office duties at the student support centre. Maintain the reception area. Attend to visitors and clients. Operate calls for Student Support Services. Facilitate and provide administrative support in the SRC election processes. Assist with the implementation of wellness programmes (e.g. HIV/AIDS, campus safety initiatives, alcohol and drug awareness, suicide awareness and education, etc.). Assist with outreach programme opportunities for students. Assist with student events organisation and administration. Maintain Student Support Services filing. Student Tracking: Establish and maintain 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 report on the status of students that have left the Campus. Financial Aid Administration: Process bursary application documentation. Receive and log all bursary applications and process to ensure all required information has been submitted. Notify student of application gaps and non-compliance. Update and maintain records of students' progress for bursary administration purposes. Resource Centre Administration: Ensure access to and availability of resource centre facilities by overseeing usage. Set and implement standards of facility utilisation and general behaviour. Monitor and maintain equipment or material usage and ensure upkeep. Identify resource needs and provide detailed motivations for acquisition. Assist students with using the centre equipment and library facilities. Assist in providing special academic assistance, special devices and physical access for students with special needs manage and facilitate the development and support of the students with special education and training needs.
<u>ENQUIRIES</u>	:	Ms NNF Mdladla at (035) 902 9532
<u>POST 21/15</u>	:	<u>SENIOR ADMINISTRATION CLERK: TVETMIS, REF NO: 2018/037</u>
<u>SALARY</u>	:	R152 862 per annum (Level 05) plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Chief Albert Luthuli Campus
<u>REQUIREMENTS</u>	:	Grade 12 certificate or equivalent and 2 years related and complimentary experience in either the public or the private sector. Broad knowledge of information management. Proven computer literacy, including MSWord and MSExcel. Proven statistical analysis. Knowledge of the: the DHET/College's regulatory and legislative framework; general information administration and management principles, methodologies and procedures; public sector management reporting requirements; the Coltech system. Ability to operate database systems. Good record keeping and administrative skills. Valid driver's licence. Advantageous: Relevant three-year tertiary diploma/degree, with computers. Coltech certification.

DUTIES

: Campus Data Capturing: Capture data related to the relevant campus.
Information Validation: Compare source data with information to be captured to identify anomalies. Information Reporting: Analyse data and generate reports for management. Information Storage: Store information systematically in hard copy as well as electronically. Retrieve information on request.

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: Ms NNF Mdladla at (035) 902 9532