

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(KING HINTSA (TVET) COLLEGE AND UMFOLOZI TVET COLLEGE)**

The Department and the College 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 representativity will receive preference.

- APPLICATIONS** : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth.
- CLOSING DATE** : 07 September 2018 at 16H00, applications received after the closing date, emailed 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 and certified copies of qualifications. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence or communication will only be entered into with short-listed applicants. The College /Department reserves the right to withdraw any of the advertised posts at any time depending on the need.
- ERRATUM: UMFOLOZI TVET COLLEGE:** kindly note that the post of Training Officer: Fitter: Technical Training Centre with Ref No: 2018/042 advertised in vacancy circular 32 dated 10 August 2018; the job title should read as follows: Training Officer: Boiler Maker: Technical Training Centre, Ref No: 2018/042 and In addition, the sentence "A relevant recognised fitter artisan qualification" should have read as follows: A relevant recognised boiler making artisan qualification.

OTHER POSTS

- POST 34/06** : **PROJECT MANAGER (ASSISTANT DIRECTOR) (INFRASTRUCTURE AND FACILITIES MANAGEMENT REF NO: KHC 01-08/2018)**
Three (03) Years Contract
- SALARY CENTRE REQUIREMENTS** : R356 289 plus 37% in lieu of benefits per annum (SL 09)
Admin Centre - Butterworth
An appropriate Bachelor Degree in Civil Engineering/ Building Science or equivalent qualification in the relevant construction field. Five years relevant working experience in Construction or civil of which three years must be on supervisory level. (Registration with a relevant professional body would be an added advantage – proof should be attached). An understanding of the Public Finance Management Act, 1999 (PFMA), Civil Engineering, Project Management. Skills and attributes: Conceptual, Technical and Human skills. Must be computer literate and have a valid driver's license.
- DUTIES** : Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations; Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines; Prepare monthly, quarterly and annual reports for Management and Council; Prepare and monitor the Budget for the unit; Manage the staff and resources within the unit; Strengthen internal controls on project and contract management; Prepare the project file to all relevant stakeholders and assist to resolve audit queries.
- ENQUIRIES** : Mr Ndzame MM or Ms Soyizwapi P Tel No: 047 401 6400
- POST 34/07** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & ADMINISTRATION AND DEVELOPMENT (HRMA&D) REF NO: 2018/044**
- SALARY CENTRE** : R356 289 per annum (Level 09) plus benefits as applicable in the Public Service
Central Office

- REQUIREMENTS** : An appropriate 3 years Bachelor's Degree/National Diploma/NQF level 6 (or equivalent qualification). Five years' experience in the spheres of human resource management, administration and development of which 2 years must be in a supervisory position in the Public Sector. Valid driver's license and willingness to travel when required. Expert knowledge of the legislative and regulatory environment informing human resource management, administration and development as well as labour relations. Knowledge of the Persal system associated with human resource management and administration. Ability to design and implement internal system and controls to ensure sound operational management. Proven computer literacy, including advanced MSWord, MSExcel and MSPowerPoint. Proven report writing and presentation skills. Conflict management skills with regard to people management. Good communication and writing skills. Must be able to understand and interpret prescripts and policies. Ability to work under pressure and willingness to work extended hours when required. Proven skills related to the preparation and implementation of human resource-related plans.
- DUTIES** : Human Resource Development: Formulate human resource development policies and procedures and compliance established through the quality assurance process. Manage the formulation of the Workplace Skills Plan and submission. Develop and implement systems and mechanisms for development planning in order for Committees to be established and functional. Manage Induction programme. Manage the implementation of the annual training plan. Manage the performance management process. Manage the administration of the financial assistance and bursaries for employees. Human resource Administration: Formulate human resource administration policies and procedures. Manage the human resource recruitment, selection, appointment and termination processes. Manage employees' conditions of service and records. Manage HRMA&D Risk Register. Human Resource Management: Formulate human resource management policies and procedures. Analyse and administer the organisation and post establishment. Manage the human resource planning process. Manage the human resource practices. Labour Relations: Manage the grievance, dispute resolution, collective action and conduct management processes. Represent the College at collective bargaining forums in the absence of the Labour Relations Officer. Unit Management: Formulate and maintain job profiles for all posts within 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 objectives of the Unit in collaboration with Unit members. Close out non-conformances resulting from Quality as well as Health and Safety. Conduct performance appraisals with Unit staff and arrange and monitor individual development.
- ENQUIRIES** : Mrs. NNF Khanyile, Tel No: (035) 902 9532
- APPLICATIONS** : uMfolozi TVET College, HRMA&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
- 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 or equivalent qualification 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.

- CLOSING DATE** : 13 September 2018 at 16:00
- POST 34/08** : **NC (V) ENGINEERING RELATED DESIGN LECTURER REF NO: 2018/018**
(Re-advertisement) Applicants who had previously applied, are welcome to re-apply.
- SALARY CENTRE REQUIREMENTS** : R198 774 – R441 369 per annum plus benefits as applicable in the Public Service
: Mandeni Campus
: A relevant recognised Mechanical Engineering diploma/degree. Must be able to teach all Engineering Related Design subjects for L2 to L4. Very good knowledge of subject area and work/related applications. Good record keeping and administrative skills. Computer proficiency in MS Office Suite. Advantageous: Assessor/Moderator accredited. Two years teaching/training/industry-related experience. Driver's License.
- 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 APPLICATIONS** : Mr S Mthembu Tel No: (035) 902 9655
: uMfolozi TVET College, HRMA&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
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original qualifications (Matric Certificate or equivalent qualification 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.

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