

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

- APPLICATIONS** : Direct your applications quoting the relevant reference number to: The HR Manager, Elangeni TVET College, Private Bag X9032 Pinetown 3600 Elangeni TVET College, Human Resources' Management & Development, Central Office 15 Portsmouth Road Pinetown 3600 (Mon-Fri 07:30 – 16:00)
- CLOSING DATE** : 22 October 2018 at 16H00
- NOTE** : Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.goz.za/document). Which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where it states that please ignore if you have attached a CV with these details". Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identify Document, and Drivers License (Where applicable). NB: All document certified dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. For foreign application; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All application to include all required documentation as listed above incomplete application will not be considered. Elangeni TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidate will be subjected to qualification verification before appointment. Application who have not been contacted within eight weeks of the closing date of advertisement should accept that their application were unsuccessful.
- ERRATUM**: kindly note that the post of Assistant Director: System and Resources with Ref No: DHET 70/09/2018 advertised in vacancy circular 39 dated 28 September 2018 as a permanent is incorrect, the post it's a contract post until 31 March 2023. Enquiries: Mr R Kgare.

OTHER POSTS

- POST 40/12** : **CAMPUS MANAGER REF NO: HRM 38/2018**
Nature of contract: Permanent
- SALARY** : R482 706 (PL 5) plus benefits as applicable in the Public Service
- CENTRE** : KwaDabeka Campus
- REQUIREMENTS** : A recognized 3-year Diploma / Bachelor's Degree or an equivalent qualification, including a professional qualification in education coupled with a minimum of 7 years' actual and appropriate experience of which 3 years must be a managerial experience. Management experience working at a TVET College in the teaching and learning discipline will be an added advantage. Ability to analyses, interpret policies and develop guidelines to support students on the campus. A sound knowledge of Continuing Education and Training Act 16 of 2006 (As Amended). Knowledge of national examination and assessment policies. Good communication and writing skills. Computer literacy skills with specific reference to MS Word, Excel and PowerPoint. An ability to work in teams and under pressure. Strategic, project, financial and time management skills. A driver's license and registration with SACE.
- DUTIES** : Responsible for general and administration of the campus academic curriculum development. Manage the overall operations of the campus and ensure the smooth that the campus teaching and learning take place. Manage students' academic performance and that of the lecturers and the administrative staff at the campus. Responsible for managing the Human Resource, Finance and Infrastructure activities of the campus.

Responsible for effective implementation of DHET policies of plans. Provide support, guidance and mentorship to all managers of staff under their span control. To coordinate and oversee student activities as well as organize events. To provide superlative customer care and service catering to customer needs. To create positive and enthusiastic team spirit and maintain motivation and staff rapport effectively. To coordinate cordial and transparent communication between the campus, client, service providers and Central Office. To liaise with divisions daily, both informally and at scheduled meeting and communicate courteously to divisional heads and understanding their needs and expectations and cooperating with them at all times. To control the expenses budget, deal with petty cash according to Central Office procedures and maintain accurate accounting record and receipts.

ENQUIRES

:

Ms. ZD Gwala Tel No: 031 716 6700

POST 40/13

:

ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HRM 39/2018

Nature of contract: Permanent

SALARY CENTRE REQUIREMENTS

:

R356 289 (Level 09) plus benefits as applicable in the Public Service
Central Office

:

A recognized undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Purchasing Management/Public Management/Administration/ Logistics Management/Supply Chain Management or equivalent qualification. At least 5 years work experience in Supply Chain Management/Procurement (Demand, Acquisition and Contracts). At least 3 years supervisory experience. Understanding and interpretation of applicable systems and Central Supplier Database (CSD). Understanding of Microsoft Dynamics will be an added advantage. Practical knowledge of managing three bid committees. This position requires a dynamic individual with practical expertise in supply chain management, strategic sourcing and reporting. Further skills and competency requirements relates to strategic capability and leadership, problem solving and analysis, technical proficiency, quality management, communication, people management and empowerment. The incumbent must be service delivery orientated, customer focused, maintain high integrity and be able to perform in a team environment. Good knowledge of frameworks, legislation and prescripts applicable to the public sector will be an added advantage. Good computer skills. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within a tight time-frames. A valid driver's license and willingness to travel. Ensure compliance in terms of Supply Chain Management processes and procedures. Implement the departmental supply chain strategy in terms of Demand, Acquisition and contract management. Perform contract management function and ensure compliance. Give progress to the end user regarding the submitted requests for goods, services and or works. Supervise and lead a team that renders demand acquisition, contracts, and risk and performance management. Conduct needs analysis, develop Annual Procurement Plan and submit to National Treasury and monitor projects as approved on the plan. Compile and update bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, receive bids and details of the awards. Advise the Department on SCM Matters, develop, implement and maintain policies. Provide secretarial support to bid committees and ensure minutes are timely distributed. Prepare management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes. Respond to audit queries. Manage the resources of the Directorate.

DUTIES

:

Ensure compliance in terms of Supply Chain Management processes and procedures. Implement the departmental supply chain strategy in terms of Demand, Acquisition and contract management. Perform contract management function and ensure compliance. Give progress to the end user regarding the submitted requests for goods, services and or works. Supervise and lead a team that renders demand acquisition, contracts, and risk and performance management. Conduct needs analysis, develop Annual Procurement Plan and submit to National Treasury and monitor projects as approved on the plan. Compile and update bid register, compile tender (bid) documents in consultation with the Bid Committees, publication of specifications, receive bids and details of the awards. Advise the Department on SCM Matters, develop, implement and maintain policies. Provide secretarial support to bid committees and ensure minutes are timely distributed. Prepare management reports and safe keeping of all Supply Chain Management information and documents for records and audit purposes. Respond to audit queries. Manage the resources of the Directorate.

ENQUIRES APPLICATIONS

:

Ms. ZD Gwala Tel No: 031 716 6700

:

Direct your applications quoting the relevant reference number to: The HR Manager, Elangeni TVET College, Private Bag X 9032 Pinetown 3600 Elangeni TVET College, Human Resources' Management &

- Development, Central Office 15 Portsmouth Road Pinetown 3600 (Mon-Fri 07:30 – 16:00)
- NOTE** : Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.goz.za/document). Which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where it states that please ignore if you have attached a CV with these details". Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identify Document, and Drivers License (Where applicable). NB: All document certified dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. For foreign application; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All application to include all required documentation as listed above incomplete application will not be considered. Elangeni TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidate will be subjected to qualification verification before appointment. Application who have not been contacted within eight weeks of the closing date of advertisement should accept that their application were unsuccessful.
- CLOSING DATE** : 22 October 2018 at 16H00
- POST 40/14** : **ASSISTANT DIRECTOR: HUMAN RESOURCES' MANAGEMENT & DEVELOPMENT REF NO: HRM 40/2018**
Nature of contract: Permanent
- SALARY CENTRE REQUIREMENTS** : R356 289 (Level 09) plus benefits as applicable in the Public Service
: Central Office
: A recognized undergraduate qualification/Bachelor's degree/ National Diploma (NQF level 6) in Human Resource Management/Public Administration. At least five (5) years relevant experience in Administration and office management, At least 3 years supervisory experience. Knowledge of Public Service Act, Employment of Educators Act, and Labour Relations Act, Basic Condition of Employment Act and Skills Development Act. Must be able to understand and interpret prescripts and policies, Must have leadership abilities, interpersonal relations and conflict management skills with regard to people management. Good communication skills with a high proficiency in writing. Computer literacy (Ms Word, Excel and PowerPoint). Ability to work under pressure and willingness to work extended hours when required. A valid driver's license and willingness to travel.
- DUTIES** : Design, manage and maintain a proactive and relevant Human Resources Management and Development system for the institution in compliance with all statutory and policy requirement. Ensure a cost effective HRM & D system for the institution including managing of HR budget. Oversees all employment practice, HRM practice of the college and maintain and manage a healthy labour relations environment. Co-ordinate and manage a performance management system and staff wellness initiatives for the college, Contribute to strategic and operational plans. Strong organizational and analytical skills, excellent interpersonal skills and ability to deal professionally with people at all levels, conflict resolution, must be willing to work under pressure and adhere to deadlines.
- ENQUIRES APPLICATIONS** : Ms. ZD Gwala Tel No: 031 716 6700
: Direct your applications quoting the relevant reference number to: The HR Manager, Elangeni TVET College, Private Bag X 9032 Pinetown 3600 Elangeni TVET College, Human Resources' Management & Development, Central Office 15 Portsmouth Road Pinetown 3600 (Mon-Fri 07:30 – 16:00)

- NOTE** : Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.goz.za/document). Which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where it states that please ignore if you have attached a CV with these details". Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identify Document, and Drivers License (Where applicable). NB: All document certified dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. For foreign application; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All application to include all required documentation as listed above incomplete application will not be considered. Elangeni TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidate will be subjected to qualification verification before appointment. Application who have not been contacted within eight weeks of the closing date of advertisement should accept that their application were unsuccessful.
- CLOSING DATE** : 22 October 2018 at 16H00
- POST 40/15** : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: HRM 41/2018**
Nature of contract: Permanent
- SALARY CENTRE REQUIREMENTS** : R356 289 (Level 09) plus benefits as applicable in the Public Service
: Central Office
: An appropriate Bachelor's Degree / National Diploma in Computer Science /IT / IS coupled with recognised industries certifications such as MCSE / MCITP, A+, N+ security + and ITL. At least five (5) years' experience within the IT environment two (3) years' of which is at supervisory level. Candidates without Degree/Diploma but possess Industry Specific Certification equivalent to the Degree/Diploma NQF Level 6 as confirmed by SAQA will be considered. At least 5 years work experience in Microsoft systems administration including Windows Server, Active Directory and MS Exchange; Enterprise storage administration; Enterprise server administration. Virtualisation administration; Backup-to-disk systems and associated software and processes experience. At least 3 years supervisory experience. Basic Linux Administration, LAN and WAN and IP Telephony technologies. Good communication, problem – solving, IT infrastructure support and customer relationship skills; Network administration, Must have a drivers licence.
- DUTIES** : Develop, implement, maintain and proactively communicate IT policies and procedures to ensure the effective and efficient use of I throughout the College. Provide technical advice on network design and planning and manage the LAN support function and staff to ensure continuous and effective execution of duties. Provide support in design, installation and maintenance of network infrastructure equipment. Assist with hardware, server and infrastructure networking requirements scoping, establishment, establishment and costing. Perform on –site backups. Monitor and perform health checks on the networks, analyse and resolve technical problems on the network. Perform configuration management on the network and manage the storage Area Network (SAN) of maintenance on all servers. Supervise IT team.
- ENQUIRES APPLICATIONS** : Ms. ZD Gwala Tel No: 031 716 6700
: Direct your applications quoting the relevant reference number to: The HR Manager, Elangeni TVET College, Private Bag X 9032 Pinetown 3600 Elangeni TVET College, Human Resources' Management &

- Development, Central Office 15 Portsmouth Road Pinetown 3600 (Mon-Fri 07:30 – 16:00)
- NOTE** : Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.goz.za/document). Which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where it states that please ignore if you have attached a CV with these details". Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identify Document, and Drivers License (Where applicable). NB: All document certified dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. For foreign application; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All application to include all required documentation as listed above incomplete application will not be considered. Elangeni TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidate will be subjected to qualification verification before appointment. Application who have not been contacted within eight weeks of the closing date of advertisement should accept that their application were unsuccessful.
- CLOSING DATE** : 22 October 2018 at 16H00
- POST 40/16** : **STUDENT COUNSELLOR REF NO: HRM 42 /2018**
Nature of contract: Permanent
- SALARY CENTRE REQUIREMENTS** : R299 709 per annum (SL 08) plus benefits as applicable in Public Service
: Central Office
: A recognised 3 year Bachelor's Degree in Social Work. At least 3 years practical experience in counselling and career guidance. Proficiency in working computers (MS word and excel), Good communication skills. Must have a valid driver's license.
- DUTIES** : Manage and maintain, in consultation with and under direction from AD: SSS, a pro-active and relevant Student Support Services for the institution in synergy with Provincial and National needs meeting compliance with statutory and policy requirements. Facilitate, monitor and provide support to development of student social welfare programmes, facilitate, monitor and provide support to Special Needs Education. Monitor the student financial aid process closely and on a regular basis, ensure student counselling service administration, management, monitoring, reviewing and reporting in compliance with the reporting prescriptions for monthly, quarterly, and annual reporting. Develop strategies in consultation with the various stakeholders and expects for support which will focus on the provision of the following services: Guidance and counselling services, Learning support and academic development services, Career guidance and occupational development services, Health and Wellness services, First Aid services Centre in each campus, Student development and guidance services.
- ENQUIRES APPLICATIONS** : Ms. ZD Gwala Tel No: 031 716 6700
: Direct your applications quoting the relevant reference number to: The HR Manager, Elangeni TVET College, Private Bag X 9032 Pinetown 3600 Elangeni TVET College, Human Resources' Management & Development, Central Office 15 Portsmouth Road Pinetown 3600 (Mon-Fri 07:30 – 16:00)
- NOTE** : Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.goz.za/document). Which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where it states that please ignore if you have attached a CV with these details". Applications must be accompanied by a covering letter, a

comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identify Document, and Drivers License (Where applicable). NB: All document certified dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. For foreign application; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All application to include all required documentation as listed above incomplete application will not be considered. Elangeni TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidate will be subjected to qualification verification before appointment. Application who have not been contacted within eight weeks of the closing date of advertisement should accept that their application were unsuccessful.

- CLOSING DATE** : 22 October 2018 at 16H00
- POST 40/17** : **PERSONAL ASSISTANTS TO THE REGIONAL MANAGERS**
- SALARY CENTRE** : R242 475 per annum (Level 07)
 : DHET Regional Offices:
 Mpumalanga/North West Regional Office Ref No: DHET 160/09/2018
 Gauteng/Free State Regional Office Ref No: DHET 161/09/2018
 Limpopo Regional Office Ref No: DHET 162/09/2018
 Western Cape/Northern Cape Regional Office Ref No: DHET 163/09/2018
- REQUIREMENTS** : A National Senior Certificate/Grade 12 or NCV Level 4. A recognised National Diploma qualification (NQF Level 6)/Secretarial Diploma including computer training will be an added advantage. A minimum of three (3) years employment experience in rendering administrative and secretarial support to senior management. Good interpersonal and communication skills to interface with people from diverse backgrounds. Good written and verbal communication skills. Experience in using computer applications MS Word, Excel, PowerPoint and Outlook. Good organisational and basic events management skills. Ability to create and manage simple databases and presentations. Basic knowledge of financial administration, including budgets, and managing cash flow.
- DUTIES** : Provide secretarial support service to the Project Manager, including support in the planning and managing of day to day office activities. Schedule meeting and workshops; manage and administer the Project Manager's diary and itinerary. Prepare all necessary documentation for the Project Manager. Perform routine duties in the office of the Project Manager including telephone, travel arrangements, hotel bookings; and arranging appointments and meetings with stakeholders. Render office management support services including keep records of all documents received and processed; obtain inputs, collates and compile reports, e.g. progress, monthly and management reports. Scrutinise routine submissions/ reports and make notes and/or recommendations for the Project Manager; and attend to general office administration. Provide communication support services to the Project Manager, including handle all correspondence and queries requiring the attention of the Project Manager. Respond to enquiries received from internal and external stakeholders; and interface with internal and external clients. Provide document management support including record, safe keep and file all documentation and records in line with the relevant legislation and policies. Provide personnel administrative support to the Project Manager including leave, planning, reporting and scheduling of meetings. Provide financial administration support to the Project Manager, including handle and manage budgets, cash flow and petty cash.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442

- APPLICATIONS** : Please forward your application, quoting the reference number to: The Director-General, Department of Higher Education and Training, Private Bag X174, Pretoria, 0001 or Hand deliver to: 123 Francis Baard Street (Former Schoeman Str.) Pretoria.
- NOTE** : Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with three contactable references and certified copies of all qualifications, identity document (id) not older than three months, including drivers licence (where it is required). It is the applicant's responsibility to have foreign qualifications evaluated by the South African qualification authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representativity in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (gems) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.
- CLOSING DATE** : 19 October 2018 at 16H00
- POST 40/18** : **LABOUR RELATIONS OFFICER REF NO: HRM 43/2018**
Nature of contract: Permanent
- SALARY** : R242 475 per annum (SL 07) plus benefits as applicable In Public Service
CENTRE : Central Office
REQUIREMENTS : A recognized 3 year degree/diploma/NQF6 qualification in Labour Law / Labour Relations / Human Resources or equivalent qualification, At least 3 years' experience in Labour Relations and coordinating discipline and grievance processes; Experience in the sector / Public Service legislation; regulations and policies ;A Valid driver's license, good verbal and written communication and presentation skills; must possess personal attributes such excellent interpersonal skills, attention to detail, flexibility, team work and organizing and planning skills.
- DUTIES** : Ensure compliance with applicable legislation, rules, and regulations, Maintain database and formulate monthly report and quarterly reports, Handling of misconduct cases within the College, Investigate misconduct cases within the College and monitor the implementation of sanctions and arbitration awards, represent College during conciliation and arbitration, Facilitate the handling of grievances and the implementation of the disciplinary code and procedure, Implement labour relations communication strategy, Capturing of grievances, disciplinary cases and suspensions, Assist the employer on appropriate action in labour-related matters, Investigate all employee complaints and grievance cases, Assist line managers with disciplinary functions and enquiries, Promote, facilitate and contribute to sound labour relations at the college, Reporting on all labour relations matters, Assist with the develop and implementation of all relevant human resources policies and procedures,

	:	Diverse administration functions, Any other duties as assigned by the Principal of the college or his/her nominee.
<u>ENQUIRES APPLICATIONS</u>	:	Ms. ZD Gwala Tel No: 031 716 6700
	:	Direct your applications quoting the relevant reference number to: The HR Manager, Elangeni TVET College, Private Bag X 9032 Pinetown 3600 Elangeni TVET College, Human Resources' Management & Development, Central Office 15 Portsmouth Road Pinetown 3600 (Mon-Fri 07:30 – 16:00)
<u>NOTE</u>	:	Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.goz.za/document). Which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where it states that please ignore if you have attached a CV with these details". Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identify Document, and Drivers License (Where applicable). NB: All document certified dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. For foreign application; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All application to include all required documentation as listed above incomplete application will not be considered. Elangeni TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidate will be subjected to qualification verification before appointment. Application who have not been contacted within eight weeks of the closing date of advertisement should accept that their application were unsuccessful.
<u>CLOSING DATE</u>	:	22 October 2018 at 16H00
<u>POST 40/19</u>	:	<u>HEALTH AND SAFETY COORDINATOR REF NO: HRM 44/2018</u> Nature of contract: Permanent
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 plus (SL 07) Central Office
	:	An appropriate degree / diploma in Health and Safety Management or an equivalent qualification in Occupational Health and Safety Management. At least 3 years industrial experience in health and Safety Management will be recommendable, must be computer literacy and have good presentation and facilitation skills. Must be willing to work under pressure. Must have a valid drivers' license.
<u>DUTIES</u>	:	Ability to conduct risk assessment and hazards identification, he / she must have knowledge and application of OSHAS 1800 and the health and safety act. Must also be able to maintain health and safety system.
<u>ENQUIRES APPLICATIONS</u>	:	Ms. ZD Gwala Tel No: 031 716 6700
	:	Direct your applications quoting the relevant reference number to: The HR Manager, Elangeni TVET College, Private Bag X 9032 Pinetown 3600 Elangeni TVET College, Human Resources' Management & Development, Central Office 15 Portsmouth Road Pinetown 3600 (Mon-Fri 07:30 – 16:00)
<u>NOTE</u>	:	Application must be submitted on the prescribed Z83 obtainable from any Public Service Department or on the internet at (www.goz.za/document). Which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where it states that please ignore if you have attached a CV with these details". Applications must be accompanied by a covering letter, a comprehensive Curriculum Vitae and Certified Copies of Qualifications, Identify Document, and Drivers License (Where applicable). NB: All document certified dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying

for. For foreign application; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All application to include all required documentation as listed above incomplete application will not be considered. Elangeni TVET College is an equal opportunity employer. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidate will be subjected to qualification verification before appointment. Application who have not been contacted within eight weeks of the closing date of advertisement should accept that their application were unsuccessful.

CLOSING DATE

:

22 October 2018 at 16H00