

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (UMFOLOZI TVET COLLEGE)

<u>APPLICATIONS</u>	:	uMfolozi 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
<u>CLOSING DATE</u>	:	08 November 2018 at 16:00
<u>NOTE</u>	:	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

<u>POST 42/26</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & ADMINISTRATION AND DEVELOPMENT REF NO: 2018/044</u> (Re-Advertisement)
<u>SALARY</u>	:	R356 289 per annum plus benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	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 the supervisory position in the TVET Sector. Valid driver's licence and willingness to travel when required. Expert knowledge of the legislative and regulatory environment informing human resource management, development and labour relations. Intimate knowledge of the Persal and the College's IT systems 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, MS Excel and MS PowerPoint. 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.
<u>DUTIES</u>	:	KRA: Human Resource Development: Formulate human resource development policies and procedures. 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. KRA: Human resource Administration: Formulate human resource administration policies and procedures. Management the human resource recruitment, selection and appointment process. Manage the human resource termination process. Manage employees' conditions of service. Manage employee records. KRA: Human Resource Management: Formulate human resource management policies and procedures. Analyse and administer the organisation and post establishment. Manage the human resource practices. KRA: Labour Relations: Manage the grievance process. Manage the dispute resolution process. Represent the College at collective bargaining forums in the absence of the Labour Relations Officer. Manage the collective action process. Manage the conduct management process. KRA: 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

POST 42/27 : **PROJECT MANAGER (ASSISTANT DIRECTOR) INFRASTRUCTURE MANAGEMENT REF NO: 2018/053**
(3 years fixed contract)

SALARY : R356 289 per annum
CENTRE : Central Office
REQUIREMENTS : An appropriate 3 years Bachelor's Degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in construction. At least 3 years' experience in managing construction projects. A driver's licence. An individual with a conceptual understanding of the rules and standards governing project administration and management and ensure that the requirements for each project are spelt out by packaging/statutory requirements. Further requirements are risk management experience in project management. Good communication: written and spoken skills. Proficiency in analysing and solving problems related to projects. Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan. Strong ability to give attention to details as well as tested organization skills. Strong knowledge and expertise in using modern information and communication technologies to projects. Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc.). Knowledge of procurement processes. Advantageous: A post graduate qualification. Registration with a relevant professional body – proof should be attached.

DUTIES : KRA: Supervise different tasks in completing construction or repairs and maintenance project. Responsible for the flow of information from the college level project supervisor (the organisational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (Department). Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are set, or meet a higher standard. Update information on the project management tools. Make arrangement for the project completion based on specifications of the project owner. Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise. Plan, commence, execute, supervise, and roundup assigned project.

ENQUIRIES : Mr TP Zulu Tel No: (035) 902 9506

<u>POST 42/28</u>	:	<u>TECHNICAL TRAINING CENTER TRAINING INSTRUCTOR (ELECTRICAL)</u> <u>REF NO: 2018/054</u> College Appointment
<u>SALARY</u>	:	R198 774 – R441 369 per annum
<u>CENTRE</u>	:	Richtek Technical Training Centre
<u>REQUIREMENTS</u>	:	A Trade tested Electrician, N3 qualification inclusive of two languages or matric/Grade 12 or relevant NQF L4 qualification. 3 years trade related industry experience post trade. 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 skills. Good supervisory skills. Sound people skills. Knowledge of QCTO related programmes and processes of artisan qualifications. Computer proficiency in MS Office Suite. Candidates may be subjected to a skills test, where applicable. Advantageous: Assessor/Moderator qualifications. 5 years 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>	:	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 training manuals and consumable item 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

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: behaviour in the training venue or other campus premises, applying appropriate measures in cases of misbehaviour or learning disruption.
Mrs NNF Khanyile Tel No: (035) 902 9532