

ANNEXURE D

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (TSHWANE SOUTH TVET COLLEGE)
It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

- APPLICATIONS** : Tshwane South TVET College, P O Box 151, Pretoria, 0001 or alternatively, applications can be hand-delivered to the Head Office, 85 Francis Baard Street, Pretoria, 0001
- CLOSING DATE** : 16 November 2018
- NOTE** : Applications must be submitted on form Z83 (available at www.tsc.edu.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. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, drivers' license and your ID Document (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 44/04** : **ADMIN OFFICER – STUDENT SUPPORT SERVICE COORDINATOR: REF NO.: 7/02/2018 (X2 POSTS)**
- SALARY** : R242 475.00 per annum plus benefits
- CENTRE** : Tshwane South TVET
- REQUIREMENTS** : An appropriate three year diploma OR an equivalent three year qualifications, Grade 12. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.
- DUTIES** : Arrange career guidance services. Provide emotional and academically counselling. Identify and intervene social problems. Arrange trauma unit and support groups and refer to other health professional. Assist with poverty alleviation amongst students. Sourcing job placement for graduates with corporate partnership. Provide students with exit opportunities e.g. CV, interview skills, etc. follow up on records of graduates and establish alumni structure. Support students academically. Assist students during enrolment periods (welcome and provide information). Establish Student Leadership Structure (SRC) as mandate by the CET Act16/2006. Arrange different: HIV/AIDS management, Alumni, Committees outreach, substance abuse awareness, etc. implement and assist with Co-curricular activities: sport and cultural.

ENQUIRIES : Ms. L Mmesi/ T Molopyane, Tel no: (012) 401 5000

POST 44/05 : **INFORMATION TECHNOLOGY TECHNICIAN: REF NO: 07/03/2018 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R242 475.00 per annum plus benefits
: Tshwane South TVET
: An appropriate three year diploma OR an equivalent three year qualifications, Grade 12. A minimum of three years in information security, information technology or relevant field. Working knowledge of and experience in the policy and regulatory environment of information security, especially in the TVET or Higher Education Sector.

DUTIES : Installing and configuring computer hardware operating systems and applications. Monitoring and maintaining computer systems and network. Taking staff or clients through a series actions, either face to face or over the telephone to help set up systems or resolve issues. Troubleshooting system and network problems and diagnosing and solving hardware or software faults. Replacing parts as required. Providing support, including procedural documentation and relevant reports. Following diagrams and written instructions to repair a fault or set up a system. Supporting the roll-out of new applications. Setting up new user's accounts and profiles and dealing with password issues. Responding within agreed time limits to call-outs. Working continuously on a task until completion (or referral to third parties, if appropriate). Prioritizing and managing many open cases at one time. Rapidly establishing a good working relationship with customers and other professionals, e.g. software developers. Testing and evaluating new technology. Conducting electrical safety checks on computer equipment.

ENQUIRIES : Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000

POST 44/06 : **ADMIN OFFICER – MARKETING OFFICER: REF NO.: 07/04/2018**

SALARY CENTRE REQUIREMENTS : R242 475.00 per annum plus benefits
: Tshwane South TVET
: An appropriate three year diploma OR an equivalent three year qualifications, Grade 12. Three years relevant experience, experience in the TVET/PSET Marketing will be an added advantage. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability. Driver's license is a requirement.

DUTIES : Implementation of exhibition plans. Profile the work of the College through presenting of a credible and professional image of the College at exhibitions. Developing and implementation of annual calendar of College exhibitions at workshops and exhibitions. Ensure College events, offices, publications, invitations, advertisement and promotional items are correctly branded. Manage logistics of registering and booking exhibition space, delivery, set up, collection and repair of branding items. Liaise with peers and supervisors to develop and implement creative concepts and products for marketing campaigns and exhibitions. Manage the quality control of all branded material. Develop relationships with high schools and community based organisations

ENQUIRIES : Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000

POST 44/07 : **SENIOR ADMIN CLERK – CLIENT SERVICE: REF NO.: 05/03/2018 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R163 563.00 per annum plus benefits
: Tshwane South TVET
: Grade 12 or NQF (Level 4) certificate. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.

DUTIES : Issue statements and Certificates for students. Receive and distribute relevant information and documentation. Receive all relevant forms for capturing of student

	:	information. Capturing of test marks, absenteeism and pre-lims on CMIS. Filing of all documentations. Any other ad hock duties prescribed by the Manager. Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000
<u>ENQUIRIES</u>	:	
<u>POST 44/08</u>	:	<u>SENIOR ACCOUNTING CLERK: FINANCE REF NO.: 05/04/2018 (X4 POSTS)</u>
<u>SALARY</u>	:	R163 563.00 per annum plus benefits
<u>CENTRE</u>	:	Tshwane South TVET
<u>REQUIREMENTS</u>	:	Grade 12 with financial subjects. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability
<u>DUTIES</u>	:	Handling of petty cash. Summarize of the College budget. Creating of receipts and invoices for employer and private students. Reconciling bank statements. Handling of all college refunds. Knowledge of the Coltech system would be an advantage. Bursaries – allocate the receipts to the different bursary holds once funds are received. Cash up – print Batch list and compare with cashier receipts to ensure it balance. Check if not balance and rectify if necessary. Invoice of bookshop if it was allocated to student accounts. Printing of report to head office on a monthly basis.
<u>ENQUIRIES</u>	:	Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000
<u>POST 44/09</u>	:	<u>SENIOR ADMIN CLERK: LECTURER STUDENT SUPPORT MATERIAL: REF NO: 05/05/2018 (X6 POSTS)</u>
<u>SALARY</u>	:	R163 563.00 per annum plus benefits
<u>CENTRE</u>	:	Tshwane South TVET
<u>REQUIREMENTS</u>	:	Grade 12 or NQF (Level 4) certificate with financial subjects. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.
<u>DUTIES</u>	:	Responsible for the daily running of the Bookshop. Selling of stationery and books on the Ulti-sales system. Daily balancing of cash and debtors sales and reconciling Debtors accounts. Creating receipts and invoices for employers and private students. Library side: Utilising the Coltech library system in order to receive and distribute textbooks to students and lecturers. Re-ordering of stock. Monthly stock take with month end reports to be forwarded to head office. Meetings and daily communication with all staff members.
<u>ENQUIRIES</u>	:	Ms. L Mmesi/ T Molopyane; Tel no: (012) 401 5000
<u>POST 44/10</u>	:	<u>SENIOR ADMIN CLERK – SUPPLY CHAIN MANAGEMENT: REF NO.: 05/06/2018</u>
<u>SALARY</u>	:	R163 563.00 per annum plus benefits
<u>CENTRE</u>	:	Tshwane South TVET
<u>REQUIREMENTS</u>	:	Grade 12 or NQF (Level 4) certificate. Experience in Procurement environment will be an added advantage. Knowledge of the SAGE Evolution Procurement System will be an added advantage. Ability to work under pressure and even overtime where necessary. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.
<u>DUTIES</u>	:	Be responsible for advertising a notice inviting companies to register on the College supplier database. Update companies' details if already registered on the supplier database. Capture new items on Sage Evolution system to create (RFQ) request for quotation. Receive email and faxed quotations. Capture prices on the system and send the quotations for evaluation. Capture suppliers' new applications on Sage Evolution system and file the forms. Fill in payment requisition and send for verification before taking it to finance department. Take minutes during meetings, briefing sessions, evaluation and adjudication meetings. Perform procurement related responsibilities and duties that may be assigned from time to time.

ENQUIRIES : Ms. L Mmesil/ T Molopyane; Tel no: (012) 401 5000

POST 44/11 : **SENIOR ADMIN CLERK – FINANCIAL AID: REF NO.: 05/07/2018 (X3 POSTS)**

SALARY : R163 563.00 per annum plus benefits
CENTRE : Tshwane South TVET
REQUIREMENTS : Grade 12 or NQF (Level 4) certificate. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.

DUTIES : Re-check the correctness of processed student details captured on means test by campuses. Assist with re-verifying supporting documents, capturing and calculating the means test final award of bursaries, liaise with students to rectify mistakes on application forms. Create spreadsheet for qualified and unqualified students and consolidating batches for submission to NSFAS.

ENQUIRIES : Ms. L Mmesil/ T Molopyane; Tel no: (012) 401 5000

POST 44/12 : **SECRETARY TO THE CAMPUS MANAGER: REF NO.:05/08/2018**

SALARY : R163 563.00 per annum plus benefits
CENTRE : Tshwane South TVET
REQUIREMENTS : Grade 12 or NQF (Level 4) certificate. Practical experience as an Office Administration, Secretary or Personal Assistant will be an added advantage. 0-1 year working experience in office administration. Good communication skills (written and verbal), ability to read, write and pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy, high level of reliability and sound organizational skills. Willingness to work extra hours when required.

DUTIES : Provides administrative and secretarial support to the Campus Manager. Minute taking during meetings. Coordinate and arrange meetings. Prepare supporting documentation for meetings, presentations, reports and projects. General administrative duties, including photocopying, scanning and faxing; and performing any other duties delegated by the Campus Manager. Arrange all logistics for workshops. Track and process documents. Diary management, office filing and administration of correspondence. Management of the Office and perform other related duties assigned.

ENQUIRIES : Ms. L Mmesil/ T Molopyane; Tel no: (012) 401 5000

POST 44/13 : **SENIOR ADMIN CLERK: HUMAN RESOURCE: REF NO.:05/09/2018**

SALARY : R163 563.00 per annum plus benefits
CENTRE : Tshwane South TVET
REQUIREMENTS : Grade 12 or NQF (Level 4) certificate. Experience in the relevant field will be an added advantage. Exposure to interpretation of the implementation of the HR policies in an HR working environment will be an advantage and minutes taking skills.

DUTIES : Responsible for general office administration (filing, faxing, photocopying). Typing, receiving and distributing of documents for HR related matters. Compile monthly reports. Attend all HR meetings. Compile HR documents to the Department of Higher Education and Training. Attend to enquiries related to HR.

ENQUIRIES : Ms. L Mmesil/ T Molopyane; Tel no: (012) 401 5000