

**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 hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay 3900
- CLOSING DATE** : 29 November 2018 at 16:00
- NOTE** : Applications must be submitted on form Z83 (available at [www.umfolozicollege.co.za](http://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.
- ERRATUM: TSHWANE SOUTH TVET COLLEGE:** Kindly note that the following posts advertised in Public Service Vacancy Circular 44 dated 02 November 2018 they have been amended as follows: **Admin Officer – Student Support Service Coordinator** with Ref No: 07/02/2018, the requirements and the duties have been amended to: Grade 12 together with a three year diploma or an equivalent NQF (level6) qualification plus 3-5 years' experience, alternatively Grade 12 with 10 years or more experience in relevant field. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office. Duties: Reports to the General Psychologist at campus level regarding the psychological and emotional issues of students. Liaise with the Admin Officer at College level regarding students Governance, sports and cultural activities. Liaise with the Admin Officer at College level regarding bursaries/students Financial Aid. Ensure that students at campus level have access to information regarding the financing of programs at the campus. Facilitate the completion of bursary forms and ensures that all and SOP's and the necessary documents are attached. Liaise with the Senior Admin Officer for Governance regarding the Policy on the Students Code of Conduct and utilize such a Policy for student's discipline. Liaise with the Assistant Director students Support regarding the Implementation of other students support services as outlined in the Students Support Manual and Framework. All other duties and responsibilities as described in the Personnel Administration Measures will apply. **Information Technology Technician** with Ref No: 07/03/2018 (X4 Posts), the requirements have been amended to: Grade 12 together with an appropriate three year diploma or an equivalent NQF (level6) qualification plus 3-5 years' experience, alternatively Grade 12 with 10 years or more experience in relevant field. Working knowledge of and experience in the policy and regulatory environment of information security, especially in the TVET or Higher Education Sector. **Admin Officer – Marketing Officer** with Ref No:

07/04/2018, the requirements and the duties have been amended to: Grade 12 together with a three year diploma or an equivalent NQF (level6) qualification plus 3-5 years' experience, alternatively Grade 12 with 10 years or more experience in relevant field. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office. Duties: Liaise with peer and supervisors to develop and implement creative concepts and products for marketing campaigns. Developing and implementation of annual calendar of College Exhibitions. Assist with organising promotional events. Prepare and conduct presentations at high schools or any other exhibitions to promote TVET programmes offered by the College. Manage all branded materials of the College.

**Senior Admin Clerk – Client Service** with Ref No: 05/03/2018 (X4 Posts), the requirements have been amended to: Grade 12 together with an three year diploma or an equivalent NQF (level6) qualification plus 3-5 years' experience, alternatively Grade 12 with 10 years or more experience in relevant field. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office.

**Senior Accounting Clerk: Finance** with Ref No: 05/04/2018 (X3 Posts), the requirements and the number of posts have been amended: Grade 12 or NC(V) Level 4 certificate and 2 – 5 years' experience or Grade 12 and an appropriate three year diploma or equivalent NQF (Level6) qualification plus 0 – 3 years' experience. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office.

**Senior Admin Clerk: Lecturer Student Support Material** with Ref No: 05/05/2018 (X6 Posts), the requirements and the duties have been amended to: Grade 12 (financial related subjects) or NC (V) Level 4 certificate and 2 – 5 years' experience or Grade 12 together with an appropriate three year diploma or an equivalent NQF (level6) qualification plus 0 – 3 years' experience. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office. Duties: 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 debtor's accounts. Creating receipts and invoices for employers and private students. 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.

**Senior Admin Clerk – Supply Chain Management** with Ref No: 05/06/2018, the requirements have been amended to: Grade 12 or NC (V) Level 4 certificate and 2 – 5 years' experience or Grade 12 together with an appropriate three year diploma or an equivalent NQF (level6) qualification plus 0 – 3 years' experience Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office.

**Senior Admin Clerk – Financial Aid** with Ref No: 05/07/2018 (X3 Posts), the requirements have been amended to: Grade 12 or NC(V) Level 4 certificate and 2 – 5 years' experience or Grade 12 and an appropriate three year diploma or equivalent NQF (Level6) qualification plus 0 – 3 years' experience. Good communication skills (verbal and written), ability to read and write, pay attention to details sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office.

**Secretary to the Campus Manager** with Ref No.:05/08/2018, the requirements have been amended to: Grade 12 or NQF (Level 4) certificate and 2 – 5 years' experience or Grade 12 together with an appropriate three year diploma or an equivalent NQF (level6) qualification plus 0 – 3 years' experience Good communication skills (written and verbal), ability to read, write and pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office and sound organizational skills. Willingness to work extra hours when required.

**Senior Admin Clerk: Human Resource** with Ref No.:05/09/2018 the requirements and the duties have been amended to: Grade 12 or NQF (Level 4) certificate and 2 – 5 years' experience or Grade 12 together with an appropriate three year diploma or an equivalent NQF (level6) qualification plus 0 – 3 years' experience. 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 and photocopying), typing, receiving and distribution of HR related documents. Assist with capturing on PERSAL System. Compile monthly reports. Assist with enquiries related to Basic Conditions of Service and also please note that the closing date has been extended to the 30 November 2018.

#### **OTHER POSTS**

- POST 45/13** : **FINANCIAL AID CLERKS REF NO: 2018/055 (X6 POSTS)**
- SALARY CENTRE** : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector  
: Chief Albert Luthuli Campus (X1 Post)  
: Mandeni Campus (X1 Post)  
: Esikhawini Campus (X1 Post)  
: Eshowe Campus (X1 Post)  
: Sundumbili Campus (X1 Post)  
: Richtek Campus (X1 Post)
- REQUIREMENTS** : Grade 12 or NCV level 4 with Mathematics or Accounting or an N6 in Financial Management together with 18 months relevant experience. One year administrative experience. Good understanding of DHET TVET College Bursary Scheme requirements and regulation of the National Students Financial Aid Scheme (NSFAS). Excellent administrative skills. Excellent attention to detail. Good competency in the capturing, recoding, and reporting of data and information. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Good skills related to the preparation and implementation of financial aid-related plans. Advantageous: Divers Licence.
- DUTIES** : College Bursary Administration: Ensure implementation of and continued compliance with College financial aid and DHET rules and guidance policies and procedures. Coordinate student support financial aid systems for the campus in collaboration with Financial Aid Officer. Facilitate all financial aid applications in a timely and accurate manner, including tuition, accommodation, travel and any other financial aid grants and loans and all payments. Maintain continuously updated records of all applications and the related documentation and status. Student Registration Support: Communicate DHET rules and guidelines and application status to campus students, relevant staff and SRC and ensure to form part on induction process. Ensure clear process steps are communicated to all students via College staff, SRC and other appropriate available platforms. Provide "help desk" access during registration in order to respond to any enquiries. DHET TVET College Bursary Scheme Administration: maintain a database of all students' of the campus in terms of Department of Higher Education and Training and NSFAS requirements. Receive and log all applications and ensure all required information has been included. Submit applications to the relevant staff of any changes in requirements. Identify and improve application gaps and non-compliance. Report system and other financial aid issues, follow-up and ensure issues are resolved. Notify students and relevant staff of any changes in requirements. Financial Aid Information Management: Provide Financial Aid Officer with weekly and monthly reports on the progress of student's bursary application activities and other related matters. Attend Financial Aid Committee meeting and other relevant meetings and provide necessary information. Provide data for the as requested by Senior Management Team, Academic board, College Council and Quarterly M&E report for DHET. Maintain information on scheme requirements, contact details and application guidelines. Maintain a database of key contacts and references for financial aid enquiries and advice.
- ENQUIRIES** : Mrs NNF Khanyile Tel No: (035) 902 9532
- POST 45/14** : **STUDENT SUPPORT SERVICES ADMINISTRATION CLERK REF NO: 2018/056**
- SALARY CENTRE** : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector  
: Mandeni Campus

<b><u>REQUIREMENTS</u></b>	:	Grade 12 or NCV level 4 Office Admin or equivalent qualification. Advantageous: Divers Licence.
<b><u>DUTIES</u></b>	:	Reception Administration: Maintain the reception area; Attend to visitors and clients; Operate calls for Student Support Services and Zululand Career Centre; Administer the Career Development Officers attendance register; Maintain Student Support Services filling; Provide information to Campuses and make follow up to achieve set deadlines. Secretarial Support: Answer queries and communicate with visitors, staff and clients; Prepare documentation as required.
<b><u>ENQUIRIES</u></b>	:	Mr S Mthembu Tel No: (035) 902 9655
<b><u>POST 45/15</u></b>	:	<b><u>SENIOR ADMINISTRATION CLERK: TVETMIS REF NO: 2018/057</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector Sundumbili Campus
	:	Grade 12 or Equivalent and 2years related and complimentary experience in either the public or the private sector. Broad knowledge of information management. Proven computer literacy, including MSWord and MS Excel; Proven statistical analysis skills; 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. Advantageous: Relevant three-year tertiary diploma/degree with computers. Coltech knowledge.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mrs NNF Khanyile Tel No: (035) 902 9532
<b><u>POST 45/16</u></b>	:	<b><u>HUMAN RESOURCE CLERK PRODUCTION REF NO: 2018/045</u></b> (Re-Advertisement)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector Central Office
	:	Grade 12 or equivalent qualification. A minimum of one-year experience in human resource sphere. Knowledge of human resource management & administration and registry duties, practices as well as the ability to capture data and operate a computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in human resource environment. Advantageous: N6 National Certificate in Human Resource Management / Public Management; Valid driver's license.
<b><u>DUTIES</u></b>	:	Implement Human Resource Administration Practices: Recruitment and Selection (advertisements, sifting, shortlisting, interviews, appointments, transfers, promotions, verification of qualifications and other security vetting, secretariat functions at shortlisting, interviews, absorptions, and probationary period's e.g.) implement and maintain conditions of services( Leave, Housing, Medical, Injury on Duty, Long Service Recognition, Overtime, Relocation, Pension, Pension Allowances, PILIR, etc.) Administer Record Management. Administer Performance Management. Administer the process of termination of service. Address Human Resource Administration Enquiries.
<b><u>ENQUIRIES</u></b>	:	Mrs NNF Khanyile Tel No: (035) 902 9532