

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**

*South Cape TVET College is an equal opportunities employer, affirmative action employer, whose aim is to promote representation in all levels of occupational categories.*

- APPLICATIONS** : Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, P O Box 10400, George 6529 or hand delivered it to The Central Office, 125 Mitchell Street, George, 6529.
- FOR ATTENTION** : Mr. M.E. Gcuwa
- CLOSING DATE** : 11 January 2019 at 16:00
- NOTE** : Applications should be on a Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College maybe considered based on the operational requirements. Applications in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. The DHET and the College reserves the right not to make an appointment. No late applications will be considered. No emailed/faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application was unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts.

**OTHER POST**

- POST 49/22** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: PS 01/2019**
- SALARY** : Commencing salary R356 289 per annum (Level 09) (plus benefits) PERSAL appointment
- CENTRE** : Central Office
- REQUIREMENTS** : Matric plus an accredited three-year Degree/ National Diploma in Human Resource Management/Public Administration/Public Management/Labour Law or relevant equivalent qualification. Proven experience of at least 3-5 years supervisory experience in Human Resource Management environment. Computer literacy (MS Office). A valid code 08 driver's license. Recommendations: Knowledge and understanding of the Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Act, PSCBC and ELRC Resolutions, Continuous Education and Training Act No 6 of 2006, Employment of Educators Act. Knowledge of relevant HR Prescripts. Good interpersonal relations, customer relations, supervisory skills and computer Literacy. Ability to lead a team of HR practitioners and offer advice to Senior Management on HR related matters. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

: Implement the HR Plan. Facilitate Labour Relations Function. Develop policies, guideline, and standard operating procedures. Ensure that HR Policies/Collective agreements are implemented. Provide advice and guidance to relevant stakeholders. Supervise the staff within the Departments and resolve conflict. Ensure that the College's Staff Establishment is maintained and updated. Provision of reports and statistics including information management. Manage implementation and monitoring of service benefits such as allowances, pensions, resettlement and medical assistance. Manage leave and the service termination process. Manage staff payroll for VIP and PERSAL paid staff. Maintain workflow by assign work to staff. Oversee the Human resources development, employment equity, staff performance management, and employee assistance and wellness functions. Render demand and acquisition clerical support: Control turnaround time of requisition and orders. Monitor.

**ENQUIRIES**

: Mr. M.E Gcuwa Tel No: 044-8840359