

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(THEKWINI TVET COLLEGE)**

- APPLICATIONS** : Deliver or post to Thekwini TVET College, Human Resources Management & Development Department, Central Office, 262 D'Aintree Avenue, Asherville or P//Bag X06, Dormerton, Durban
- CLOSING DATE** : 25 January 2019 at 13H30
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.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 the form 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 all qualifications incl. academic records, Identity Document, and Drivers Licence (where applicable). NB: All document certification 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 applications; a certified copy of SAQA Evaluation of Qualifications Certificate, Work Permit and Passport must be included. NB: All applications to include ALL required documentation as listed above. Incomplete applications WILL NOT be considered. Thekwini 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 candidates will be subjected to qualifications and citizenship verification, criminal record and financial record checks, previous employment verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

OTHER POSTS

- POST 01/02** : **BURSARY ADMINISTRATOR REF NO: SSS 01/01/2019 (X1 POST)**
This post is re-advertised. All applicants who previously applied must re-apply.
Permanent
- SALARY** : R242 475 per annum (Level 07)
- CENTRE** : Thekwini TVET College (Central Office)
- REQUIREMENTS** : Matric certificate or equivalent. Recognised tertiary qualification in Financial Management or Accounting (REQV 13). Valid Driver's Licence. Minimum three (3) years' relevant administrative working experience (one year of financial aid and /or supervisory experience). Sound financial knowledge. Good computer skills, MS Word, MS Power Point and advanced MS Excel skills. Sound Coltech knowledge and experience (modules relevant to the post). Good communication skills (written & verbal) and ability to communicate at all levels in the organization. Good presentation skills. Willingness to work irregular hours; travel and capacity to work under pressure. Team work. Good interpersonal skills. Fluency in both English and IsiZulu is recommended.
- DUTIES** : Supervise Financial Aid department in accordance with DHET and college Policies. Ensure accurate recording of all submitted financial aid applications and documentation. Maintain continuously updated records of all applications and the related documentation and status. Communicate guidelines to campus student liaison officers regarding bursary applications. Prepare documentation for the approval of funds. Ensure that all receipts have been allocated to student accounts, i.e. unallocated deposits. Prepare regular management reports on status of bursary applications.
- ENQUIRIES** : Ms Catri Sibiyi Tel No: 031 250 8418

POST 01/03 : **ADMIN CLERK: LIBRARY SERVICES (X3 POSTS)**
Permanent

SALARY : R163 563 per annum (Level 05)
CENTRE : Thekwini TVET College (Campuses: Springfield/ Asherville):
Springfield Ref No: Spr 01/01/2019 (X2 Posts)
Asherville Ref No: Ash 01/01/2019 (X1 Post)

REQUIREMENTS : Matric certificate 12 or equivalent. Recognised and relevant tertiary qualification (REQV 13). Two years' working experience in library administration is recommended. Good computer skills (incl. MS Word, MS Excel). Capturing experience on Coltech. Good communication skills (verbal and written) and interpersonal skills. Fluency in both English and isiZulu is recommended.

DUTIES : Provide library services and support to staff and students as required. Order and receive stock according to set standards. Issue text books and process returns according to library procedures and regulations. Sort books according to library standards for retrieval. Maintenance of relief classes. Capturing and stock taking. Process library information according to library guidelines.

ENQUIRIES : Ms Catri Sibiya Tel No: 031 250 8418