

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(CAPRICORN COLLEGE FOR TVET AND ESAYIDI TECHNICAL VOCATION EDUCATION AND TRAINING)**

OTHER POSTS

<u>POST 02/12</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE REF NO: 01/01/2019/ESA</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum (The successful candidate will be required to sign a performance agreement)
<u>CENTRE</u>	:	Esayidi TVET College, Central Office
<u>REQUIREMENTS</u>	:	An appropriate recognized (3) three year Bachelor Degree/ Diploma in Human Resource. Management or relevant qualification in the related field.7 (seven) years' experience in HRM plus five years' supervisory experience. Knowledge of Human Resource Information Systems. The Public Service Regulatory Framework, Human Resource Legislations and Prescripts, Labour Relations Procedures, Client Orientation and Customer Focus. Knowledge of Financial Management is required, decision making, business report writing, written and communication skills. Presentation skills, problem solving skills, strong analytical skills influencing and networking. A valid driver's license is essential as travelling and extended working hours may be required. Good organizational, administration and planning skills. Ability to work effectively under pressure and without immediate supervision with time management skills as well as computer skills. Willingness to work after hours as and when required. Candidates must be professional at all times regardless of the visitor's behaviour.
<u>DUTIES</u>	:	Maintains Implement conditions of service and service benefits, policies and procedures. Facilitate, coordinate and implement advertisement, recruitment and selection processes. Provide seamless service and consistent application of recruitment policies. Process and supports common HR Systems. Implementation and administer the conditions of service processes .i.e leave, termination of service and pension matters. Oversee the maintenance of records management on employee files and on PERSAL. Facilitate and monitor the implementation of the Performance Management and Development System as well as the management of probation. Provide expert advice and technical support on performance management and development systems, including performance moderations. Ensure continuous development, implementation and maintenance of the Performance Management and Development Systems. Ensure the implementation of integrated performance management and skills development policies. Ensure alignment of incentives with budget as prescribed by the incentives Policy Framework as well as the individual and organizational performance. Manage the implementation of compensation and reward strategies to effectively distinguish top performers. Analyse the overall performance result of the employees and provide advice on relevant interventions. Manage and monitor Performance Agreements of members of Senior Management Services in compliance with Chapter 4 of the SMS hand book. Provide advice to Appeal Committee on grievances emanating from performance assessment outcome. Recommend suitable training courses and quality assure development programs. Conduct Skills Audit to determine the departments/college and employee current skills needs. Participate in the skills development committee. Ensure that employees are equipped with the required skills and resources to perform optimally. Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements. Manage the financial resources of programs and projects in charge of in accordance to the PFMA. Identify and monitor financial risks in relation to the projects in the unit. Ensure ongoing education to maintain knowledge and stay abreast of developments in relation to departmental requirements.
<u>ENQUIRIES</u>	:	Ms NB Ndlovu Tel No: (039) 6840 140
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240

- 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 references and contact details), Original certificate copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence. 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 checks [where applicable], qualification and employment verification). 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 College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful. Esayidi TVET College invites suitable candidates to apply for the following permanent post:
- CLOSING DATE** : 01 February 2019
- POST 02/13** : **SENIOR STATE ACCOUNTANT: STORES REF NO: CCTVET14/01/2019**
(College Appointment)
- SALARY CENTRE REQUIREMENTS** : R299 709 - R353 043 per annum (Level 08) plus 37% in lieu of benefits
: Central Office
: M+3 years Degree or diploma in Logistics/Supply Chain Management/Finance with 3 years' experience in store management or administration. knowledge and good understating of procurement policies, systems and procedures, PFMA,PPPFA, BBBEE Act, Treasury Regulation, Stores management. Good Communication skills (verbal and written; excellent leadership skills; ability to work with team and independently, problem solving skills and interpersonal skills. Computer literacy. A valid driver's license.
- DUTIES** : Stock management including stock need analysis, ordering and receiving of stock. Ensure that stock ordering levels are determined, and stock is kept at optimum and economical level. Develop and maintain stock control system, monitor stock request and usage. Implement corrective measures where necessary. Ensure compliance with policies and procedures that govern and regulate Supply Chain Management and stores management processes. Prepare motivations and requests for stock required. Issues stock and update relevant cards. Compile and submit correct stores monthly reports. Follow up with suppliers on all open purchase orders to ensure timeous delivery of goods and services. Ensure that stock taking is done twice annually. Attend to queries from stakeholders and maintain excellent customer satisfaction at all time. Provide advice, support and guidance to end users as and when required. Monitor, supervise, train and manage PMDS of staff in the unit.
- ENQUIRIES** : OM Maphutha. Tel No: 015 230 1800/1828 and KS Nyambi Tel No: 015 230 1800/1801
- APPLICATIONS** : Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.
- CLOSING DATE** : 04 February 2019, applications received after the closing date or faxed applications will not be considered.

POST 02/14 : **SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT SERVICES REF NO: CCTVET 15/01/2019**
(College Appointment)

SALARY : R299 709 - R353 043 per annum (Level 08) plus 37% in lieu of benefits
CENTRE : Central Office
REQUIREMENTS : M+3 years Degree or diploma in Accounting/Financial Management with 3 years' experience in store management or administration. knowledge and good understating of procurement policies, systems and procedures, PFMA, PPPFA, BBBEE Act, Treasury Regulation, Stores management. Good Communication skills (verbal and written; excellent leadership skills; ability to work with team and independently, problem solving skills and interpersonal skills. Computer literacy. A valid driver's license.

DUTIES : Record, check and compile creditor's payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists. Capture creditor payments. Verify budget scoa items. Implement and monitor policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update sectional risk register. Report risks to the Assistant Director. Attend to queries and provide relent information for communication with the suppliers. Implement the audit implementation plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial/compliance report including preparation and follow up of annexures and working papers. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report. Monitor, supervise, train and manage PMDS of staff in the unit.

ENQUIRIES : OM Maphutha Tel No: 015 230 1800/1828 and KS Nyambi Tel No: 015 230 1800/1801

APPLICATIONS : Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office

NOTE : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.

CLOSING DATE : 04 February 2019, applications received after the closing date or faxed applications will not be considered.

POST 02/15 : **SENIOR ADMIN OFFICER: ASSETS REF NO: CCTVET 16/01/2019**
(College Appointment)

SALARY : R299 709 - R353 043 per annum (Level 08) plus 37% in lieu of benefits
CENTRE : Central Office
REQUIREMENTS : M+3 years Degree or diploma in Property Management, Assets Management or equivalent with 3 years' experience in Assets management. Knowledge and good understating of procurement policies, systems and procedures, PFMA, PPPFA, BBBEE Act, Treasury Regulation, Stores management. Good Communication skills (verbal and written; excellent leadership skills; ability to work with team and independently, problem solving skills and interpersonal skills. Computer literacy. A valid driver's license.

DUTIES : monitor the life cycle of movable assets. Conduct the physical verification of assets, administer the performance of physical verification activities to provide status information around the existence and condition of all assets in the register. Monitor that all improvements to state property are appropriately identified and

recorder in the IAR (Immovable Assets Register). Confirm ownership of properties in ensuring that correct and accurate property information is captured on IAR as well with the property that are on Provincial IAR. Perform such other duties, appropriate to the role, as may be required by the Assistant Director and/or Company from time to time. Compile and consolidate the college reconciliation in accordance with GRAP standard, manage stock audits and stock takes, assets identification, manage stock discrepancies and disposal process. Implement policies and processes for efficient management of assets. Ensure effective execution of all functions pertaining to assets. Ensure optimal utilization of assets. Monitor, supervise, train and manage PMDS of staff in the unit.

ENQUIRIES : OM Maphutha Tel No: 015 230 1800/1828 and KS Nyambi Tel No: 015 230 1800/1801

APPLICATIONS : Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office

NOTE : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.

CLOSING DATE : 04 February 2019, applications received after the closing date or faxed applications will not be considered.

POST 02/16 : **CHIEF ACCOUNTING CLERK REF NO: CCTVET17/01/2019**
(College Appointment)

SALARY CENTRE : R242 175 - R285 630 per annum (Level 07) plus 37% in lieu of benefits
: Central Office

REQUIREMENTS : M+3 years Degree or diploma in Accounting/Financial Management with 3 years' experience in financial services. knowledge and good understating of procurement policies, systems and procedures, PFMA, PPPFA, BBBEE Act, Treasury Regulation, Stores management. Good Communication skills (verbal and written; excellent leadership skills; ability to work with team and independently, problem solving skills and interpersonal skills. Computer literacy. A valid driver's license.

DUTIES : Ensure that all payment are processed within established deadlines. Reconcile expenses and income monthly. Address pay-related concerns and provide accurate information. Verify claims and allocations before recommending payments. Prepare monthly spending report. Prepare claim transfer form. Investigate and correct discrepancies and errors. Monitor General Ledgers. Assist with Audit queries. Assist in the preparation of Trial balance and Annual Financial Statements. Develop, manage and maintain comprehensive records. Supervise subordinates. Attend to any other duties requested by the supervisor.

ENQUIRIES : OM Maphutha Tel No: 015 230 1800/1828 and KS Nyambi Tel No: 015 230 1800/1801

APPLICATIONS : Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office

NOTE : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.

CLOSING DATE : 04 February 2019, applications received after the closing date or faxed applications will not be considered.

POST 02/17 : **ACCOUNTING CLERK: INCOME AND BUDGET REF NO: CCTVET 18/01/2019**
(College Appointment)

SALARY : R163 563 - R192 666 per annum (Level 05) plus 37% in lieu of benefits
CENTRE : Central Office
REQUIREMENTS : M+3 year Diploma in Accounting / Financial Management. Relevant experience in finance environment will be an added advantage. Knowledge of PFMA and Treasury regulations. Good communication (verbal and written), planning, organising and interpersonal skills. Ability to function accurately and methodically under pressure .Computer literacy is a prerequisite. Valid driver's licence.

DUTIES : Verify claims before capturing payments. Capture all claims for payment. Calculate stipends before capturing a payment. Post all transactions on accounting system. Attend to all queries. Ensure compliance with College policies, procedures and guidelines. Attend to any other duties requested by the supervisor.

ENQUIRIES : OM Maphutha Tel No: 015 230 1800/1828 and KS Nyambi Tel No: 015 230 1800/1801

APPLICATIONS : Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office

NOTE : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date consider your application unsuccessful.

CLOSING DATE : 04 February 2019, applications received after the closing date or faxed applications will not be considered.