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: 21 February 2019 at 16:00pm.

NOTE: Applications must be submitted on form Z83 (available at 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 a Covering letter must be attached. 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.

OTHER POSTS

POST 04/12: CURRICULUM SPECIALISTS (X2 POSTS)

SALARY: R356 289 per annum (Level 09) plus benefits as applicable in the Public Sector

CENTRE: Central Office:
NC (V) Business Studies Ref No: 2018/002 (Re-advertisement)
NC (V) Fundamentals Ref No: 2019/004

REQUIREMENTS:
A recognised and appropriate tertiary qualification. A minimum of five years related experience in an education and training environment of which at least three years teaching experience in the TVET sector. Qualified Assessor and Moderator. Valid driver’s license. An understanding of programme development, delivery management and examinations at an academic institution. In-depth knowledge of the relevant subject sector. Ability to plan and manage projects. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge and insight into Sector regulatory and legislative framework, policies and procedures, collective agreements governing the TVET Sector, academic assessment and moderation procedures, Learnership and skills programme protocols and procedures (ETQA and SETA-related). Expert knowledge of industry skill standards and occupations instructional strategies, curriculum standards, and assessment. Advantageous: Registered Assessor and / or Moderator with a relevant SETA. Experience as a National Examiner or Moderator in relevant subject fields.

DUTIES: KRA: Curriculum Development: Coordinate the planning, design and development of programme content and assessments. Identify and develop occupational programmes. Develop and lead College sector-specific workshops on curriculum development and instructional methods. Facilitate the effective delivery of the
sector-specific curriculum and the programmes by conducting sessions with lecturers and facilitators to ensure standardised delivery. Organise and train lecturers and facilitators on curriculum alignment. Conduct follow-up sessions with lecturers and facilitators to ensure relevance of the content and to make any requisite adjustments. Conduct assessments to assess the learning delivery and propose corrective action where necessary. Take the lead in the monitoring and evaluation of ICASS AND ISAT as well as ECASS assessments. Plan and provide guidance and assistance for the memo discussions for the marking of external examinations. Provide reports for the Academic Board on the progress, trends and achievements of the programmes in the College. Learning Material Development and Procurement: Conduct an assessment on the existing and future learning material requirements of College programmes. Research current national and international developments and trends regarding learning material. Design, produce and or learning materials for existing, new or improved courses and programmes. Provide training to lecturers on the new material. Review the efficacy of the learning material utilised in all programmes. KRA: Industry Linkages: Establish and maintain programme related industry links to ensure programme relevance. Ensure teaching staff interaction with industry applications, technologies and related job skill requirements. Establish and maintain a database of key related industries/ professional bodies and access regular input from these representatives. Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits). KRA: Feasibility Study Research: Conduct feasibility studies for all new and proposed programme offerings- market requirements, suitable sites and infrastructure requirements matches and potential student enrolment. Generate executive reports on feasibility for executive go/ no go decisions. Participate in College curriculum planning forums and the Academic Board meetings. Contribute to College strategic planning. KRA: Industry Needs Assessments: Provide annual reports on industry needs relating to the subject sector. Participate with Campus staff in industry and community information gathering activities. Attend forum meetings as appropriate. Identify short course opportunities for industries and communities and facilitate execution with Campus managers and learning coordinators. Identify full education programme requirements for communities and provide recommendations. KRA: Local Economic Context Assessment: Assess subject sector-specific economic activity around all College sites, specifically relating to the skills requirement. Develop and maintain updated skills database of market demand and the economic activities of all locations. Provide rational to key national, provincial and college decision-makers for new subject-sector programme offerings. KRA: Future HRD Skills Requirement Research: Identify future skills needs of the macro economy. Assess the National Skills Development Strategy of SA, HRD skills needs reports, other Department of Labour requirements and SETA sector plans. Review international vocational training institutions for examples of new economy programme offerings. Provide recommendations to the Academic Board and the Curriculum Development Manager for new potential programme offerings.

ENQUIRIES : Mr TP Zulu Tel No: (035) 902 9506
POST 04/13 : STUDENT LIAISON OFFICERS (X3 POSTS)

SALARY : R196 407 per annum (Level 06) plus benefits as applicable in the Public Sector
CENTRE : Eshowe Campus Ref No: 2019/005
Sundumbili Campus Ref No: 2019/006
Bambanani Campus Ref No: 2019/007 (College Appointment until 31 May 2020)

REQUIREMENTS : A Relevant Tertiary Diploma/ Degree specialising in Psychology, Social Sciences or Social Work. At least one-year experience in college, student support or counselling environment. Registration with the Health Professions Council of SA / South African Council for social Services Professions. Valid driver’s licence.

DUTIES : KRA: Student counselling and Referrals: Student Counselling and Referrals Establish relationships with students based on respect and trust; listen without being bias to issues raised by students. Assist students to make decisions and choices regarding possible ways forward and making referrals to other sources of help, as appropriate. Provide appropriate guidance and support within the context of counselling policy and procedure. KRA: Resource Centre Management: Ensure
access to and availability of resource centre facilities by overseeing usage; set and implement standards of facility utilisation and general behaviours. Monitor and maintain equipment or material usage and ensure upkeep. Identify resource needs and provide detailed motivations for acquisition. KRA: Student Career Guidance and Academic Support: Administer career guidance assessments, explain results and offer suggestions. Administer subject specific intake assessments and refer them to the relevant Head of Unit. Provide guidance on local employers, CV writing and interview skills. Gather information on career options and make it accessible to students. Provide learning strategy advice and identify remedial academic needs and communicate such to Head of Units. Update and maintain records of students’ progress for bursary administration purposes. Assist the Assistant Director: Student Support Services with the development and implementation of proactive and developmental life skills programmes. KRA: SRC Support: Facilitate and provide guidance on SRC elections processes. Provide training and mentoring on SRC roles, duties, protocols and practices. KRA: Special Needs Support: Assist in providing special academic assistance, special devices and physical access for students with special needs. KRA: Student Tracking: Establish an effective tracking system regarding students that have left the Campus. Establish relations with surrounding businesses and arrange for the placement of graduate students where possible. KRA: Extra–Curricular Activity Support: Identify and implement wellness programmes (e.g. HIV/AIDS, campus safety initiatives, alcohol and drug awareness, suicide awareness and education, etc.) Identify and facilitate outreach programme opportunities for students. Facilitate the establishment of sports or cultural clubs and assist with events organisation and administration.

ENQUIRIES : Mrs NNF Khanyile Tel No: (035 902 9532)

POST 04/14 : FINANCIAL AID CLERKS (X6 POSTS)

SALARY : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector
CENTRE : Mandeni Campus Ref No: 2019/008
Eskhawini Campus Ref No: 2019/009
Eshowe Campus Ref No: 2019/010
Sundumbili Campus Ref No: 2019/011
Richtek Campus Ref No: 2019/012
Chief Albert Luthuli Campus Ref No: 2019/013

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 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 : KRA: 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. KRA: 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. KRA: 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. KRA 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 04/15 : REGISTRATION & EXAMINATIONS CLERK REF NO: 2019/014 (College Appointment until 31 May 2020)

SALARY : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector

CENTRE : Nkandla Campus

REQUIREMENTS : A grade 12 certificate. A least on years’ experience in Coltech. At least one year experience in General Administration preferably examinations activities. Proven Computer literacy, including MSWord and MS Excel. Proven statistical analysis skills. Knowledge of general administration principles, methodologies and procedures as well as public sector reporting requirements. Good record keeping and administrative skills. Advantageous: National Diploma in Business Management.


ENQUIRIES : Mr S Ngcamu Tel No: (087 8975 028)

POST 04/16 : FINANCE CLERK REF NO: 2019/015 (College Appointment until 31 May 2020)

SALARY : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector

CENTRE : Nkandla Campus

REQUIREMENTS : NC (V) Level 4 or senior certificate. No Experience

DUTIES : KRA: Supply Chain Management Clerical Support: Compile and maintain records (e.g. contract / Service level agreements / databases).Order and issue consumables and accessories to unit individuals Identify redundant, non-serviceable and obsolete equipment for disposal and inform Assets section. Assist unit members with execution of tasks as instructed by Campus manager or his/her delegated official. Contact suppliers to resolve shortages and other problems. KRA: Demand and Acquisition Clerical Support: Capture suppliers on relevant Excel spreadsheet or similar system. Request and receive quotations. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. KRA: Logistical Support services: Receive and verify goods from suppliers. Capture goods and orders in registers databases. Receive request for goods from end users. Issue goods to end users. KRA: Financial Support Services: Receive and verify invoices and requisition for goods and services. Verify invoices and payments to suppliers. Receipts and record monies balance the cash received. Banking of cash received. Petty cash officer. Provide financial administrative support in order to ensure effective & efficient office operations. Provide assistance in drafting of annual and projects budgets. Control expenditure & maintain budgets & reporting. Control record & request cheques for cash transactions. Handle invoices and forward to finance unit. Follow up and maintain debtors. Draft student contracts & maintain

ENQUIRIES : Mr S Ngcamu Tel No: (087 8975 028)

POST 04/17 : FINANCIAL AID CLERK REF NO: 2019/016
(College Appointment until 31 May 2020)

SALARY : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector

CENTRE : Nkandla Campus

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 : KRA: 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. KRA: 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. KRA: 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. KRA 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 : Mr S Ngcamu Tel No: (087 8975 028)

POST 04/18 : RECEPTIONIST REF NO: 2019/017

SALARY : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector

CENTRE : Eshowe Campus

REQUIREMENTS : NC (V) Level 4 or senior certificate. No Experience.


ENQUIRIES : Mrs NNF Khanyile Tel No: (035 902 9532)
POST 04/19 : **TVETMIS CLERK REF NO: 2019/018**

(College Appointment until 31 May 2020)

**SALARY** : R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector

**CENTRE** : Bambanani Campus

**REQUIREMENTS** : Grade 12 certificate or equivalent and 2 years related and complimentary experience in either the public or the private sector. Proven computer literacy. Proven statistical analysis. Knowledge of the Coltech system. Ability to operate database systems. Good record.

**DUTIES** : KRA: Campus Data Capturing: Capture data related to the relevant campus. KRA: Campus Data Capturing: Compare source data with information to be captured to identify anomalies. KRA: Information Reporting: Analyse data and generate reports for management. KRA: Information Storage: Store information systematically in hard copy as well as electronically. Retrieve information on request.

**ENQUIRIES** : Ms NP Hadebe Tel No: (087 8975028)

POST 04/20 : **BOOKSHOP AND PHOTOCOPIER CLERKS**

**SALARY** : R96 549 per annum (Level 02) plus benefits as applicable in the Public Sector

**CENTRE** : Nkandla Campus Ref No: 2019/019(College Appointment until 31 May 2020) Eshowe Campus Ref No: 2019/020

**REQUIREMENTS** : NC (V) Level 4 or senior certificate. No Experience.


**ENQUIRIES** : Mrs NNF Khanyile Tel No: (035 902 9532)