OTHER POSTS

POST 06/11: COUNCIL SECRETARY (GOVERNING COUNCIL) REF NO: BCC012019/01
College Council permanent appointment

SALARY: R356 289 per annum (Level 09) (plus benefits)

CENTRE: Admin Centre (Buffalo City TVET College)

REQUIREMENTS: A BComm Law or LLB Degree; At least 5 years’ experience in administrative and secretarial duties; Knowledge of Microsoft Windows and Microsoft Office. Competencies: Well-developed verbal and written communication skills; Ability to develop comprehensive yet succinct written and presentation documents that communicate Council resolutions; Document Management and record keeping skills; High level of diplomacy and tact, ensuring confidentiality of information at all times; Well-groomed and self-motivated with learning agility; Good organisational and time management skills; Ability to work under pressure and within tight deadlines; Ability to work flexi hours as and when required.

DUTIES: Arranging logistics for the Council and Exco for meetings; Providing secretarial functions for the Council and Exco meetings; Ensuring regulatory compliance with relevant related legislation, Policies, guidelines, protocols and systems; Providing advice and guidance on relevant policy gaps; Advising Council on best practices of corporate governance; Maintain accurate records of official documents and safeguard sensitive or confidential information from disclosure; Manage correspondence and serves as a point of contact between the Council and other parties; Compile and monitor the Council budget and expenditure; Process claims of Council members; Execute duties as and when delegated by the Principal.

ENQUIRIES: Ms N Miza Tel No: 043 704 9237

APPLICATIONS: Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London

NOTE: Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and recently certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver’s license, together with contact details, including e-mail addresses, of at least three work-related references to: No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered. Application forms and the full advert are available on our website, www.bccollege.co.za. The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College's Employment Equity Plan. The college reserves the right not to appoint/fill this position. All permanent employees will be subjected to a year’s probation period and fixed term employees to six months.

CLOSING DATE: 07 March 2019 at 15:00
POST 06/12 : PA TO COLLEGE PRINCIPAL REF NO: 2019/01

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : Ingwe TVET College, Central Office
REQUIREMENTS : Senior Certificate or equivalent. National N Diploma in Management Assistant or Secretarial Diploma and a valid driver’s licence. 3 (three) years’ experience as the secretary or Personal assistant. Knowledge: Public Service Act/Regulations, Departmental Policies, understanding SCM practices in the Public Service, reporting procedures and work environment, Computer based SCM Control systems, understanding of all prescripts, practices and procedures, Application of policies/legislation, Problem solving and analytical thinking, Planning and co – ordination, Computer skills. (MS Word, Ms Excel, Ms PowerPoint, Ms Access, Team building, Communication (verbal, written and networking).

DUTIES : To render a secretarial and related support to the College Principal and College Council. Provide secretarial/receptionist support service to the Manager. Provide clerical support service to the College Principal. Managing the Principal’s diary both manually and electronically, Booking meetings, attending the meetings/events and taking minutes, Liaising with staff, clients on behalf of the Principal, Assisting in managing the Principal’s office budget. Contributing to team effort by accomplishing related results as needed. Preparing reports and presentation by collecting information. Typing documents and preparing papers for meetings. Maintaining the Principal’s office supplies inventory by checking stock to determine the inventory level.

ENQUIRIES : Ms NA Damoyi Tel No: (039) 940 2142
APPLICATIONS : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090

NOTE : Applications must be submitted on form Z83 obtained 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. Lecturers must submit their applications on edp01 form obtained from Google. 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.

CLOSING DATE : 08 March 2019 at 16:30

POST 06/13 : STUDENT LIAISON OFFICER REF NO: SSS 01/02/2019 (X1 POST)
Permanent

SALARY : R163 563 per annum (Level 05)
CENTRE : Thekwini TVET College (Central Office)
REQUIREMENTS: Matric certificate 12 or equivalent. Recognised tertiary qualification in Education, Psychology or Social Science (REQV 13). Valid Driver’s Licence. Minimum 3 years’ working experience with students or youth. Ability to oversee and coordinate SRC activities at both campus and college levels. Computer literate in MS Word, MS Excel and MS PowerPoint. Excellent communication skills (verbal and written). Good presentation and facilitation skills. Good problem – solving skills. Team work. Willingness to work irregular hours; travel and capacity to work under pressure. Good interpersonal skills. Coltech experience will be an added advantage. Fluency in both English and isiZulu is recommended.

DUTIES: Manage student governance structure issues with the DHET and college policy framework. Assume responsibility for student guidance and counselling. Coordinate all activities with regard to student induction. Assist, administer and coordinate bursaries. Provide general administrative support and ensure proper operation of the Student Support Services (SSS) unit. Assist with academic support programmes for students. Coordinate extra-mural and sporting activities. Promote health and wellness programmes.

ENQUIRIES: Ms Catri Sibiya Tel No: 031 250 8418

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

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.

CLOSING DATE: 01 March 2019 AT 13h30

POST 06/14: FINANCE CLERK (NATIONAL SKILLS FUND) REF NO: BCC012019/02
(01 March to 31 December 2019) (College Council fixed term appointment)

SALARY: R163 563 per annum (Level 05) (plus benefits)

CENTRE: School of Occupational Training (King Street Site), Buffalo City TVET College

REQUIREMENTS: A Grade 12 or NCV level 4 certificate, plus a relevant 3 year degree or diploma in Financial Management or Accounting; valid code 8 drivers license; relevant experience in finance or financial management in a project environment will be an added advantage.

DUTIES: Capturing of data related to the NSF Project; Assist with procurement procedures and Update expenditure incurred; Attend to financial queries internally and externally; Management of assets; Prepare Monthly and Quarterly Financial Report; Preparation of documents for financial meetings (notices of meeting, minute taking, agendas, circulate minutes and compile reports); Provide assistance in the administration and maintenance of Project records and student registration; Provide professional support to internal and
external customers and students, including taking accurate and detailed messages, word processing duties and attending to routine correspondence; Assist with salary claims and stipends monthly. Competencies: Excellent financial management skills, Communication skills (verbal and written); Problem solving and time management skills; Sound understanding of learnerships; Must be able to work under pressure, meet deadlines and be prepared to work odd hours when required.

ENQUIRIES: Ms N Miza Tel No: 043 704 9237
APPLICATONS: Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London

NOTE: Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and recently certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver’s license, together with contact details, including e-mail addresses, of at least three work-related references. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered. Application forms and the full advert are available on our website, www.bccollege.co.za. The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College’s Employment Equity Plan. The college reserves the right not to appoint/fill this position. All permanent employees will be subjected to a year’s probation period and fixed term employees to six months.

CLOSING DATE: 07 March 2019 at 15:00

POST 06/15: GROUNDSMAN: CORPORATE SERVICES REF NO: 2019/02
(College appointment, fixed term contract for 1 year)

SALARY: R96 549 – R113 730 (Level 02)
CENTRE: Ingwe TVET College, Central Office
REQUIREMENTS: ABET qualification or STD 6 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to operate electrical equipment e.g. Lawnmowers. Basic literacy and numeracy skills to read operating instructions and notices.

DUTIES: Ensure the cleaning of classrooms and surroundings, carry out numerous gardening duties and requiring a minimum amount of supervision, soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting. Empty litter bins and dumping. Ensure all equipment, machinery and buildings are secure, keep tool shed/mess room clean and tidy.

ENQUIRIES: Miss NA Damoyi Tel No: (039) 940 2142
APPLICATIONS: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090

NOTE: Applications must be submitted on form Z83 obtained 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. Lecturers must submit their applications on edp01 form obtained from Google. 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.

CLOSING DATE : 08 March 2019 at 16:30

POST 06/16 : GROUNDSMAN: CORPORATE SERVICES REF NO: 2019/03
(College appointment, fixed term contract for 1 year)

SALARY : R96 549 – R113 730 (Level 02)

CENTRE : Ingwe TVET College, Maluti Campus

REQUIREMENTS : ABET qualification or STD 6 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to operate electrical equipment e.g. Lawnmowers. Basic literacy and numeracy skills to read operating instructions and notices.

DUTIES : Ensure the cleaning of classrooms and surroundings, carry out numerous gardening duties and requiring a minimum amount of supervision, soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting. Empty litter bins and dumping. Ensure all equipment, machinery and buildings are secure, keep tool shed/mess room clean and tidy.

ENQUIRIES : Miss NA Damoyi Tel No: (039) 940 2142

APPLICATIONS : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090

NOTE : Applications must be submitted on form Z83 obtained 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. Lecturers must submit their applications on edp01 form obtained from Google. 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.

**CLOSING DATE** : 08 March 2019 at 16:30