## OTHER POSTS

### POST 08/25

**SENIOR ADMINISTRATION CLERK: FACILITIES & INFRASTRUCTURE**  
**REF NO:** 2019/035

### SALARY

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

### CENTRE

Central Office

### REQUIREMENTS

- Grade 12 Certificate or equivalent qualification.  
- One-year experience in Supply Chain Administration or Facilities and Infrastructure.  
- Valid Driver’s License.  
- Knowledge of the Public Sector Supply Chain Management and its regulatory and legislative framework.  
- Working knowledge of contracting concepts and Facilities and Infrastructure.  
- Good to strong analytical and communication skills.  
- Ability to draft simple contractual instruments in accordance with prescribed templates and guidelines.  
- Proven computer literacy, including working knowledge of MSWord and MS Excel.  
- Project management and administration skills.

### DUTIES

- Facilities and Infrastructure Administration: Engage in budget preparation of the maintenance programme by involving all stakeholders in the College. Consolidate the Annual College Maintenance Programme according to its high priority backlog maintenance programme. Facilitate the Annual College Maintenance programme. Compile and maintain a College Facilities and Infrastructure register. Do Facilities condition audit on College-owned facilities yearly. Estimate each year the College’s backlog maintenance liability. Identify Maintenance Priorities by assigning priority rating next to them. Identify Building Maintenance deficiencies and place appropriate works programmes. Maintain the best standard possible while meeting statutory obligations and the operational needs of the College community. Ensure that Maintenance Strategies are met to ensure that workplace health and safety is not comprised and disruptions to College activities are minimised where practicable. Ensure that basic facilities, such as water and heating, are well maintained. Ensure that facilities meet Government Regulations and Environmental, Health and Security standards. Help sites to relocate to new offices and make recommendations to management. Define the Terms and Conditions for the hiring and renting out of college facilities. Optimise the financial impact that Facility hiring may have on the College. Oversee and agree to contracts of providers for services including sheltered parking to the College, tuckshops, halls, telephones, and cell phones. Overseer Building projects, Renovations or Refurbishments. Liaise with internal and external stakeholders in relation to queries and address issues raised. Administer Facilities and Infrastructure meetings. Secretariat Duties. Administer and maintain both students and staff member’s accommodation leases. Assist in developing and maintaining project document filing systems. Respond to and prepare correspondence as needed or when directed by College Principal or Assistant Manager General Administration. Draft reports and make written recommendations to management where necessary. Report on quarterly basis to DHET, College Principal, and Assistant Manager General Administration on the process of Construction taking place in the College (PICC). Information Management and Record Keeping: Ensure that all filed and in circulation correspondence is traced and followed up. Maintain statistical records for the college and maintain files. Reference source documentation, reports and/or instructions and update files inserting current and relevant information and seek approval on the destruction of old or outdated correspondence/ documentation. Retrieve supporting documentation and records on request to facilitate and support query resolution or discussions.

### ENQUIRIES

Mrs NNF Khanyile  
Tel No: (035) 902 9532

### 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

### 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 license (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  :  22 March 2019 at 13:00pm

POST 08/26  :  SENIOR ADMINISTRATION CLERK, DATA CAPTURER REF NO: 2019/036

SALARY  :  R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector
CENTRE  :  Central Office
REQUIREMENTS  :  Grade 12 Certificate or equivalent qualification. One-year experience in Supply Chain Administration or Data Capturer Administration. Valid Driver’s License. Knowledge of the Public Sector Supply Chain Management and its regulatory and legislative framework. Working knowledge of contracting concepts and Facilities and Infrastructure. Good to strong analytical and communication skills. Ability to draft simple contractual instruments in accordance with prescribed templates and guidelines. Proven computer literacy, including knowledge of MS Word and MS Excel. Project management and administration skills.

DUTIES  :  Data Entry: Transfer data from paper formats into computer files/database system. Type in data provided directly from customers. Update existing data. Sort and organize paperwork after entering data. Obtain further information for incomplete documents. Check completed work for accuracy. Delete incorrectly posted or obsolete data and re-enter correct information. Identify missing information and report to data manager and clinicians. Data and document Administration and Management: Responsible for filing ensuring that a reliable paper trail exists for all data. Respond to queries related to Suppliers Database, Daily back-ups of database. Ensure that access to hard copies of data is seamless and maintain confidentiality of all data. General Administrative support as required.

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

POST 08/27  :  SENIOR ADMINISTRATION CLERK: CONTRACT MANAGEMENT REF NO: 2019/037

SALARY  :  R163 563 per annum (Level 05) plus benefits as applicable in the Public Sector
CENTRE  :  Central Office
REQUIREMENTS  :  Grade 12 Certificate or equivalent qualification. Valid Driver’s License. Administration Skills. Proven Computer literacy, including knowledge of MS Word and MS Excel.

DUTIES  :  Contract Administration: To be secretariat to the formulation of contracts management policy and assist with the implementation of the policy and procedures. To assist with drawing up of procedures of contracts management policy. To co-ordinate facilities & infrastructure units in terms of revenue generated
out of facilities letting. To co-ordinate projects entered by the College with other stakeholders in reconciling income received and expenses incurred.

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

**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

**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 license (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**
22 March 2019 at 13:00pm.

**POST 08/28**
**PLACEMENT ADMINISTRATION CLERK REF NO: MTVET 05/2019 (X2 POSTS)**
Nature of Post: Permanent (Council Appointment)

**SALARY**
R163 563 per annum (Level 05) plus applicable service benefits

**CENTRE**
Student Support Services

**REQUIREMENTS**
Grade 12/Senior Certificate or NC (V) Level 4 or equivalent qualification PLUS a three year Diploma/N Diploma or equivalent qualification. At least one (1) year work experience in the work placement environment. Have extensive experience on national guidelines of WIL, understanding all SETA processes with reference to placement of learners. Have knowledge and understanding of the TVET sector and its Student Support Framework. Experience in rendering a support service to senior management. Knowledge of relevant policies. Language skills, Computer skills, Good telephone etiquette, Good people skills, Ability to act with tact and discretion, Self-management and motivation.

**DUTIES**
Assist the Work Placement Officer in fulfilling duties pertaining to work placements and other related functions. Monitoring the progress of work placement through the college. Attend work placement meeting with various stakeholders. Conduct. Support the development and maintenance of a database of appropriate host employers and industry links. Conduct placements visit to monitor the progress of students and deals with effectively with any issues or concern that may arise. Ensures the effective flow of information and documents to and from the office to stakeholders. Ensures a safekeeping of all documentation in the office of the manager in line with relevant registrations and policies. Obtain input, collate and compile reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Do filing of documents for the manager and units where required. Collects analyses and collates information requested by the supervisor. Communicate effectively with interns;
host employers, SETAs and various stakeholders on the work. Arranging preparation for work readiness workshops and issuing work log-books to students. Ensure that the orientation and induction of interns and host employers happen so that they understand the work placement process, the level of support available and are fully equipped to undertake successfully work placement.

ENQUIRIES: HR Unit at (036) 631 0360
APPLICATIONS: Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith, 3370
NOTE: Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

CLOSING DATE: 15 March 2019 at 12:00

POST 08/29: OCCUPATIONAL PROGRAMMES OFFICER REF NO: MTVET 06/2019 (X2 POSTS)
Nature of Post: Permanent (Council Appointment)

SALARY: R163 563 per annum (Level 05) plus applicable service benefits
CENTRE: Business Unit
REQUIREMENTS: Grade 12/Senior Certificate or NC (V) Level 4 or equivalent qualification. Three – five (3-5) years relevant experience; Understanding of SETA and QCTO accreditation requirements/ documentation and accreditation processes; SETA liaison and Quality Assurance experience; Good administrative and organizational skills (verbal and written); Proficiency in English; Sound interpersonal skills; presentation skills, TVET sector experience; able to work in a team and able to work independently. Computer literacy in Ms Office packages; A valid driver’s license.

DUTIES: Engage with the SETA/QCTO quality assurance function; Monitor and identify opportunities for placement; Negotiate employment opportunities with employers; Co-ordinate and implement job readiness programmes; Conduct research on existing qualifications on the National Qualification Framework and QCTO regarding identified training needs and programmes; Responsible for networking with SETAs, QCTO, SAQA, Communities and industry with regard to programme approval and accreditation; Obtain programme approval available for Occupational Programmes; Coordinate alignment in co-operation with Heads of Department and Programme Managers.

ENQUIRIES: HR Unit at (036) 631 0360
APPLICATIONS: Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith, 3370
NOTE: Candidates who wish to apply must forward certified copies of qualifications, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.

CLOSING DATE: 15 March 2019 at 12:00