ANNEXURE E

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: 01 April 2019 at 16h00

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 signed 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 qualifications, a certified copy of SAQA Evaluation of Foreign Qualifications Certificate must be included. For foreign applicants, a certified copy of 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 10/15: ASSISTANT DIRECTOR: FINANCE REF NO: CO 01/03/2019

SALARY: R444 693per annum (Level 10)

CENTRE: Thekwini TVET College (Central Office)

REQUIREMENTS: Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) in Commerce Accounting or Financial Management. Seven years’ functional work experience in an overall financial management and reporting role, of which three years should be at managerial (supervisory) level. Good computer skills (including Word, PowerPoint and Outlook) with excellent Excel skills. Good knowledge of one or more accounting software packages. Leadership and management skills; good communication and interpersonal skills. Good administration skills. Valid and unendorsed Code EB Drivers’ Licence. Experience in the public sector will be an advantage.

DUTIES: Assisting in design, management and maintenance of a credible financial system ensuring that the College has a financial system which produces reports which are accurate, and can be relied upon to produce a confident audit trail. Oversee all financial reports, registers and systems to ensure timeous and efficient extraction of standard and customised financial reports. Ensure compliance with legislation related to public TVET College, thereby ensuring internal audits are clear of negative findings and an unqualified external opinion. Assist in the management of the college cash flow via monthly, quarterly and annual reports; ensuring that the College is liquid at all times. Manage the collection and recording of revenue, debt management and expenditure management for the College. Assist in producing the College annual financial statements by ensuring acceptance of the trial balance and the annual financial statement of the College financial position by the external auditors. Ensure timeous processing and payments of supplier invoices. Manage the College’s Finance unit.
ENQUIRIES : Mr Enock Mahlasela Tel No: 031 250 8232

POST 10/16 : ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: CO 02/03/2019
Permanent

SALARY : R356 289 per annum (Level 09)
CENTRE : Thekwini TVET College (Central Office)
REQUIREMENTS : Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) in Labour Relations / Labour Law / Human Resource Management. Seven years' functional work experience in Labour Relations/Human Resource Management or related field coordinating discipline and grievance process, of which three years should be at managerial (supervisory) level. Traceable experience and sound knowledge of labour relations statutes including but not limited to: BCEA, LRA, EEA, Employment of Educators Act, SDA, PSA, PSR, POPI Act, ELRC and PSCBC resolutions. Good computer skills (including Excel, Word, PowerPoint and Outlook). Excellent interpersonal skills, communication skills (verbal and written) and negotiation skills. Good administration, presentation and reporting skills. Leadership and management skills. Ability to maintain a high level of confidentiality at all times. Valid and unendorsed Code EB Drivers’ Licence. Experience in the public sector. Experience in the TVET sector will be an advantage.

DUTIES : Perform all duties related to the Labour Relations office maintaining a sound labour relations environment in the College. Develop and implement Labour Relations policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations. Prepare for and facilitate disciplinary hearings. Handle all Labour Relations matters, internal and external legal matters (Court, CCMA / Bargaining Councils). Ensure formal engagement between labour and the employer for purposes of consultation and negotiations. Coordinate and facilitate Labour Relations trainings and workshops. Prepare and submit reports timeously. Perform HR duties and any other HR related tasks as directed by the Supervisor.

ENQUIRIES : Mr Enock Mahlasela Tel No: 031 250 8232

POST 10/17 : ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: CO 03/03/2019
Permanent

SALARY : R356 289 per annum (Level 09)
CENTRE : Thekwini TVET College (Central Office)
REQUIREMENTS : Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) in Computer Science / IT / IS coupled with recognised industries certifications such as MCSE / CCITP, A+, N+ security + and ITL. Candidates without tertiary qualification but possess Industry Specific Certification equivalent to REQV 13 (as confirmed by SAQA) will be considered. Seven years' functional work experience within the IT environment, of which three years should be at managerial (supervisory) level. Of the work experience required at least five years should be in Microsoft systems administration including Windows Server, Active Directory and Ms Exchange, Enterprise storage administration, Enterprise server administration, Virtualisation administration, backup-to-disk systems and associated software and Linux Administration; LAN, WAN and IP Telephony technologies. Good computer skills (including Excel, Word, PowerPoint and Outlook). Good interpersonal skills and communication skills (verbal and written). Good administration, presentation and reporting skills. Leadership and management skills. Ability to maintain a high level of confidentiality at all times. Valid and unendorsed Code EB Drivers’ Licence.

DUTIES : Develop, implement, maintain and proactively communicate ICT policies and procedures to ensure effective and efficient use of IT systems throughout the college. Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data. Perform system backups. Distribute LAN and WAN access to students and staff according to college policy and needs. Research and develop specifications for LAN and WAN technologies according to the college’s requirements. Distribute LAN and WAN access to students and staff
according to college policy and needs. Set-up, manage and maintain WAN, LAN, Email and internet connections to all campus/sites of the college. Troubleshooting, resolving and documenting all ICT related issues. Research and develop plans for software and hardware products required for technologies and systems which will enable the college’s core business, support functions and programs. Advise on procurement of the college software and hardware according to the college’s needs. Distribute software and hardware for use by students and staff according to college policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software and advice on updating. Manage all licencing of software that the college is using and ensure that they are valid and appropriate. Assist with the procurement of intranet and internet products and services according to the college needs. Ensure access of intranet and internet in the college. Ensure that the college website is continuously updated with current and relevant information. Supervise the ICT team. Assume overall responsibility of the IT unit.

ENQUIRIES : Mr Enock Mahlasela Tel No: 031 250 8232