DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(WEST COAST TVET COLLEGE)

APPLICATIONS : Direct your applications quoting the relevant reference number to: The HR Officer, West Coast College TVET College, P.O. Box 935, Malmesbury, 7300 or hand delivers at 2 Loedolf Street, Malmesbury, Central Office, 7300

CLOSING DATE : 10 May 2019 at 14h00

NOTE : Applications must be submitted on Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents and must be accompanied by a recently updated comprehensive cv (with three contactable references and certified copies of all qualifications, identity document (ID) not older than three months, including drivers license (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the Evaluation Certificate from SAQA must be attached. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Note: all shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Applications received after the closing date or faxed and emailed applications will not be considered.

OTHER POSTS

POST 15/06 : HUMAN RESOURCES MANAGER REF NO: WCC 36/19
Nature of contract: Permanent

SALARY : R376 596 per annum (Level 09) plus benefits as applicable in the Public Service
CENTRE : Central Office (Malmesbury)
REQUIREMENTS : Standard 10/Grade 12. A Bachelor Degree/Diploma in Human Resource Management/ PLUS A minimum of 5 years in Human Resource Management environment of which three (03) years should be supervisory experience; A Post Degree qualification will be an added advantage; Persal Certificates; Proof of computer literacy & qualifications in MS Software applications such as Word, Excel, PowerPoint & Outlook; Proof of current and previous work experience endorsed by Human Resource (Not certificate of service). Valid Driver’s license. Knowledge, Skills Training and Competence Required: Broad knowledge and interpretation of Human Resource circulars, policies and procedures. Knowledge of public service legislative prescripts particularly Human Resource Prescripts. Sound communication, analytical and decision making and presentation skills. Good leadership, coaching, mentoring and interpersonal skills. Determination to strive for excellence.

DUTIES : Manage Human Resource Practices, Staff Relations, integrated and coordinated service. Promote sound employer-employee relationship and minimize conflict within institution in line with the vision, mission and core values of the department. Manage day to day functioning of the Human Resource components in the college in order to ensure that high quality of service is being provided. Ensure that advertising, recruitment, appointment and transfers are in accordance with the laid down policies and procedures. Ensure compilation of workplace skills plan.
Manage day to day functioning of HRD section in the department to ensure that high quality of training is being provided. Participate in the development, implementation, monitoring and reviewing of skills audit. Oversee and deal with misconduct, discipline and grievance procedure in the department in terms of Labour Relations Act. Participate in the development of HR strategies and policies. Attend to staff wellness and occupational health and safety of the institution. Develop Human Resource Plan and Equity Plan for the College and ensure that they are put into practice. Ensure the effective, efficient and economical utilization of resources allocated to the institution including the development of staff.

ENQUIRIES: Ms A Arosi / Ms A Fortuin Tel No: (022) 482 1143

POST 15/07: SUPPLY CHAIN MANAGER REF NO: WCC 37/19
(College appointment, fixed term contract for 1 year)

SALARY: R376 596 (Level 09) plus benefits
CENTRE: Central Office (Malmesbury)
REQUIREMENTS: A recognized three-year degree/diploma in SCM, Finance or related; 2-3 years’ experience in Supply Chain Management and 2 years supervisory experience; knowledge of the public sector procurement processes; experience in tender based procurement; rules and regulations; understanding of the CTEA, Treasury Regulations and other related prescripts; good verbal and written communication skills; interpersonal relations, time management, office management and administration skills; good computer literacy in Microsoft office suite and accounting systems; ability to work under pressure and deliver on tight deadlines; valid code 8 drivers license.

DUTIES: Ensure compliance with Procurement Policy as well as policies and procedures of the College; ensure compliance with provisions of the PFMA Act, Treasury Regulations and Preferential Procurement Policy Framework Act(PPPFA); assist end users with timeous development of the specification/terms of reference for sourcing of quotes and bids; assist end users with compilation of demand management and procurement plans; consolidate relevant reports and review demand management plans; conduct market and variance analysis, commodities, procurement of goods, services and works within the college by means of quotations and bids; maintenance of effective systems and procedures for the procurement of goods and services; advertisement of bids, opening of bid/tender box; registration of bid offers in bid registers, coordination and attendance of briefing sessions, evaluation sessions, take minutes, interpret and analyse comparative schedules, prepare submissions and reports to bid Committees; provision of support to clients, Bid Committees and Supervisors; coordination of bid related matters with end users, ensure that internal control measures are adhered to; work closely with supervisors to ensure that the procurement of goods and services are valid, accurate and complete; support the management and monitoring of the procurement function of the College; prepare management information, reports, statistics and reporting on procurement to management; effective supervision of staff; effective contract management; providing tactical support to support service delivery; researching information for pricing database, as well as supplier industry analysis; reporting on demand management activities, exceptions and potential project failure; compiling information on SCM risk management.

ENQUIRIES: Ms A Arosi / Ms A Fortuin Tel No: (022) 482 1143

POST 15/08: PROJECT MANAGER INFRASTRUCTURE MANAGEMENT REF NO: WCC 38/19
(College appointment, fixed term contract for 3 years)

SALARY: R376 596 (Level 09) plus benefits
CENTRE: Central Office (Malmesbury)
REQUIREMENTS: Standard 10/ Grade 12. An appropriate 3 years Bachelor’s Degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in construction. At least 3 years’ experience in managing construction projects. A driver’s license. An individual with a conceptual understanding of the rules and standards governing project administration and management and ensure that the requirements for each
project are spelt out by packaging/statutory requirements. Further requirements are risk management experience in project management. Good communication: written and spoken skills. Proficiency in analysing and solving problems related to projects. Outstanding human relation skills evident in the ability to work with the team and excellence in gathering help needed in developing a working project management plan. Strong ability to give attention to details as well as tested organization skills. Strong knowledge and expertise in using modern information and communication technologies to projects. Adherence to project specifications, as well as to the regulatory body guidelines for the project (NIAMMS etc.). Knowledge of procurement processes. Advantageous: A post graduate qualification. Registration with a relevant professional body – proof should be attached.

**DUTIES**

Supervise different tasks in completing construction or repairs and maintenance project. Responsible for the flow of information from the college level project supervisor (the organisational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training (Department). Make the arrangement for projects documentation on the recommendation and specification of the Department and ensure that specifications are set or meet a higher standard. Update information on the project management tools. Make arrangement for the project completion based on specifications of the project owner. Put a proficient team together to achieve the purpose of the work in a changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management.

**ENQUIRIES**

Ms A Arosi / Ms A Fortuin Tel No: (022) 482 1143

**POST 15/09**

**EDITORIAL AND SECRETARIAT SENIOR OFFICER REF NO: WCC 39/19**

Nature of contract: Permanent

**SALARY**

R316 791 per annum (Level 08) plus benefits as applicable in the Public Service

**CENTRE**

Central Office (Malmesbury)

**REQUIREMENTS**

Standard 10/ Grade 12. A relevant degree in communication; proficiency in English; must have minute-taking training in the form of a short course or in-house training; excellent written and verbal communication skills; excellent organizational and time management skills; proficient in MS Office (Word, Excel, PowerPoint); strength of character, integrity and professionalism; discretion when handling confidential information; a keen eye for detail and good knowledge of company law; the ability to meet multiple deadlines; good numerical ability; must have sound experience in writing of articles or papers for internal and external consumption; must have experience in providing language services to internal clients within an educational institution; valid code 08 - driver’s license. Good listening, oral & literacy skills; ability to produce accurate and concise minutes; ICT skills including keyboarding and e-mail skills; efficient time management skills and ability to meet deadlines; efficient; effective record keeping and information retrieval; knowledge of Council and or any other Governing Body procedures; knowledge of the appropriate relevant educational legislation and legal governance requirements; knowledge of the respective roles and responsibilities of the Council of a TVET College and its Sub - Committee; knowledge of TVET Colleges and the relevant legislation that guides the existence of Colleges; knowledge of the legislation pertaining to access to information; ability to ensure seamless collaboration across many departments; ability to explain complex concepts in layman's language.

**DUTIES**

Efficient management and maintaining of all College secretarial folders with the College Council; ensuring regulatory compliance; capturing of secretarial information; attendance and coordination of board and committee meetings; drafting of resolutions in accordance to TVET College Act; providing advice and guidance on the TVET College Act and related legislation; developing and overseeing key systems strategies which ensure that the College Council is compliant with various statutes; advisory in terms of corporate governance; management of College secretarial risks, trust management in the Council.

**ENQUIRIES**

Ms A Arosi / Ms A Fortuin Tel No: (022) 482 1143
POST 15/10 : IT TECHNICIAN (X2 POSTS)
Nature of contract: Permanent

SALARY : R257 508 per annum (Level 07) plus benefits as applicable in the Public Service
CENTRE : Citrusdal Campus Ref No WCC 40/19
           Malmesbury Campus Ref No: WCC 41/19
REQUIREMENTS : Standard 10/ Grade 12, A+. An appropriate three year diploma OR an equivalent three year qualifications, or recognized equivalent (National or International), N+ or recognized equivalent National or International), S+ or recognized equivalent (National or International), MCDST or recognized equivalent (National or International), MCSA or recognized equivalent (National or International), or recognized equivalent (National or International), MCSE A minimum of three years in information security, information technology or relevant field. Working knowledge of and experience in the policy and regulatory environment of information security, especially in the TVET or Higher Education Sector.

DUTIES : Installing and configuring computer hardware operating systems and applications. Monitoring and maintaining computer systems and network. Taking staff or clients through a series actions, either face to face or over the telephone to help set up systems or resolve issues. Troubleshooting system and network problems and diagnosing and solving hardware or software faults. Replacing parts as required. Providing support, including procedural documentation and relevant reports. Following diagrams and written instructions to repair a fault or set up to a system. Supporting the roll-out of new applications. Setting up new user’s accounts and profiles and agreed time limits to call-outs. Working continuously on a task until completion (or referral to third parties, if appropriate). Prioritizing and managing many open cases at one time. Rapidly establishing a good working relationship with customers and other professionals, e.g. software developers. Testing and evaluating new technology. Conducting electrical safety checks on computer equipment.

ENQUIRIES : Ms A Arosi / Ms A Fortuin Tel No: (022) 482 1143