DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(GOLDFIELDS TVET COLLEGE)

APPLICATIONS: must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren street, Flamingo Park, Welkom

CLOSING DATE: 27 May 2019 at 16:00

NOTE: Goldfields TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). Original certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers license. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply. Goldfields College is an equal opportunity employer.

OTHER POSTS

POST 16/18: HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE ADMINISTRATION AND DEVELOPMENT REF NO: GTVETC 01/04/2019

SALARY: R257 508 per annum (Level 07)

CENTRE: Central Office

REQUIREMENTS: A National Senior Certificate (Grade 12) or NCV level 4. A 3 year recognised Degree or National Diploma in HRM/Development; 2-3 year experience in Human resource environment, Knowledge of Skills Development Act, Skills Development Levies Act, Employment Equity Act, SAQA and understanding of SETA functions and requirements; Computer literacy in Microsoft packages and PERSAL Knowledge[Introduction to PERSAL, Establishment Administration, Personnel Administration, Leave Administration, Salary Administration and Labour relations, knowledge of Public Service Prescripts and Legislations Knowledge of Public Service Regulations Knowledge of Office Administration Knowledge of HR Policies and Procedures Knowledge of Labour Law, EE, Basic Conditions of Employment Knowledge of Public Service Act Knowledge of DPSA Determinations and Regulations. Must be analytical. Problem solving skills, Skills and Competencies: Analytical and decision-making skills; Computer literacy MS Office; Communication skills Verbal and written; Presentation and Facilitations skills; Policy development skills; Problem solving and sound judgment; Self-initiator and be innovative.

DUTIES: Provide advice and guidance on development, maintenance, administration of education and training programmes. Administration of internship and mentorship programmes. Implement policies on education training programmes. Assist in development of Human Resource Development policy and procedures. Do transactions on Persal. Ensure that resettlement is paid according to the policy and to qualifying officials only assist in maintaining the organizational structure on Persal. Implement processes and procedures of Human Resource Practices and Administration. Facilitate the adherence to termination, appointment and transfers.
A valid driver’s license is essential as traveling and extended working hours may be required.

ENQUIRIES: Mr Mokoai Pheko Tel No: 057 910 6000

POST 16/19: ADMIN CLERK: HUMAN RESOURCES MANAGEMENT REF NO: GTVETC 02/04/2019 (X2 POSTS)

SALARY: R173 703 per annum (Level 05)
CENTRE: Central Office
REQUIREMENTS: A National Senior Certificate/Grade 12 or NCV Level 4 certificate, an appropriate Degree/National Diploma in Human Resource Management. Computer Literate (Word, Excel, PowerPoint, Outlook). Knowledge of HR administration and Persal system is essential. Planning, organizing and negotiation skills. Ability to work under pressure, independently and also as part of a team. Analytical and problem solving skills. Communication and listening skills. Time management skills. Conflict management skills.

DUTIES: The successful candidate will be responsible for providing Human Resources administrative support by capturing the leaves. Capturing of staff grievances. Administration the process of appointments and resignations of staff members. Administration of staff benefits. Filing, updating of personnel files and Performance Management.

ENQUIRIES: Mr Mokoai Pheko Tel No: 057 910 6000

POST 16/20: ASSISTANT NETWORK CONTROLLER REF NO: GTVETC 03/04/2019

SALARY: R173 703 per annum (Level 05)
CENTRE: Central Office
REQUIREMENTS: A National Senior Certificate (Grade 12) or NCV level 4. A 3 year recognised Bachelor’s Degree/National Diploma in Computer Science/ Information Technology with a minimum of 3 year’s experience in ICT Enterprise environment. A+, N+ or CCNA will be an added advantage. Competencies: Good knowledge of ICT user requirement. Microsoft Office Suit. Desktop operation Systems. WAN and LAN infrastructure is essential. Hands on experience and knowledge of troubleshooting and resolving hardware and software related problems is required. Knowledge of Department transversal systems will be an added advantage. A valid driver’s license is essential as traveling and extended working hours may be required.

DUTIES: Log calls on Helpdesk. Status update on calls logged on Helpdesk. Escalate unresolved calls to the next level of support personnel. Provide 1st and 2nd line support services. Collaborate with vendor support to resolve technical issues. Facilitate network installations, upgrades or enhancements and assist in evaluation of new products. Set up new computers, connect to the domain and install software. Connect users to printers on the GFMS network and create user boxes and passwords. Maintain a register for ICT equipment upgrades/repairs. Report user feedback and product requests. Record keeping. Develop and maintain installation and configuration procedures. Maintain the ICT infrastructure asset register. Ensure compliance with supply chain policies and procedures.

ENQUIRIES: Mr Mokoai Pheko Tel No: 057 910 6000

POST 16/21: SENIOR ADMINISTRATION CLERK (EXAMINATIONS) REF NO: GTVETC 04/04/2019

SALARY: R173 703 per annum (Level 05)
CENTRE: Central Office
REQUIREMENTS: Senior Certificate/ Grade 12/NCV Level 4 plus a recognized Bachelor’s degree or National Diploma in Management Assistant or Office Management or equivalent qualification. A sound knowledge and understanding of Examination and Assessment policies and procedures and other relevant legislative framework governing the Public Service. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines. Problem solving, interpersonal relationship, planning and organizing skills.
**DUTIES**

Administer the Archiving of examination material and development of Auditing Instruments for the sections activities. Administer Printing, production and dispatch of question papers. Quality assure printing work and assessment tools. Oversee storage facilities and ensure proper security of all assessment and examination material. Attend the training of examination administration and ensure that confidentiality agreements are signed and filed. Ensure proper strong room management for the safekeeping of question papers and scripts. Arrange for Braille format question papers. Liaise with respective College and National role-players on Examinations and Assessment related matters.

**ENQUIRIES**

Mrs Mamono Mofokeng Tel No: 057 910 6000

**POST 16/22**

**SENIOR ADMINISTRATIVE CLERK – BURSARIES REF NO: GTVETC 05/04/2019**

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Central Office

**REQUIREMENTS**

Senior Certificate/ Grade 12 or NCV Level 4. A 3 year Bachelor’s degree or National Diploma in Financial Management /Cost and Accounting or equivalent qualification. A sound knowledge and understanding of Departmental bursary policies and procedures and other relevant legislative framework governing the Public Service. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines. Problem solving, interpersonal relationship, planning and organizing skills. Good understanding of bursary requirements and National Students Financial Aid Scheme (NSFAS). A valid driver’s license is essential as traveling and extended working hours may be required.

**DUTIES**

Planning for the start of the bursary process. Ensure that NSFAS applications are correctly filled in. Compile detailed NSFAS application schedules, Update bursary schedules with feedback from NSFAS. Facilitate timeous submissions of allowance payments for qualifying students to finance. Listing/compiling a schedule of all payments made by finance. Keeping reconciliation of monies outstanding due to students throughout the year. Ensuring that all qualifying students are paid before the year ends. Compile reports for Financial Aid Committee and Academic Board Committee, Marketing the DHET-TVET bursary schemes. Supervise staff in the Department.

**ENQUIRIES**

Mrs Mamono Mofokeng Tel No: 057 910 6000