APPLICATIONS: Please forward your application, quoting the reference number to: The Director-General, Department of Higher Education and Training, Private Bag X 174, Pretoria, 0001 or hand deliver to: 123 Francis Baard Street (Former Schoeman Str.) Pretoria.

CLOSING DATE: 07 June 2019 at 16H00

NOTE: Applications must be submitted on z83 form obtainable from any public service department or on the internet at www.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 representativity 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.

MANAGEMENT ECHELON

POST 18/40: DIRECTOR REF NO: DHET 01/05/2019
Branch: Corporate Services
Directorate: Facilities Management

SALARY: R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)
CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor’s Degree or Advanced National Diploma qualification on (NQF level 7) or equivalent qualification in Facilities Management/Property Management/Records Management and/or Programme Management. A postgraduate Degree/qualification on (NQF level 8) and/or experience in the facilities/property or programme management will be an added advantage. A minimum of 5 to 10 years’ experience in facilities/property/programme management and project management with at least 5 years middle management level. Sound knowledge of the application of government and departmental policies in respect to facilities or fixed immovable assets, logistical services and records management. Knowledge of financial policies as guided by Public Financial Management Act and Treasury Regulations. Knowledge: Framework for supply chain management, South African Archives Act Government Immovable Asset Management Act and structure and functioning of the Department. Understanding of business functions and processes of government supply chain management and Asset Management. Good interpersonal, strategic leadership and communication skills, financial and human resources management, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management. Policy analysis and development and Quality Management. Proven computer literacy, including advanced MS Word, MS Excel
and MS PowerPoint. Proven report writing and presentation skills. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication. Ability to foster partnerships and stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers’ license is essential.

**DUTIES**

The successful candidate will be reporting to the Deputy Director-General: Corporate Services: will be responsible to provide strategic and leadership direction in the Facilities Management Directorate; Oversee development of facilities contract management guidelines, norms and standards, policies, and strategies to ensure compliance with procurement procedures and legislation; Responsible for the preparation, analysis, negotiation and reviews of contracts for facilities management services; Oversee the development of the service level agreement and key performance indicators for facilities management contracts; Manage and monitor office accommodation leasing contracts; Manage the and maintain the physical facilities of the Department; Lead the development of technical specifications and standards and standards for technical contracts; Manage the provision of office furniture and other tools of trade, transport, postal and bulk printing services. Oversee the development of strategies, policies and master portfolio; Ensure liaising with external service providers with regard new technologies; Develop and implement a records management strategy for the Department and ensure archiving of departmental documents in line with relevant legislation and policies; Provide cleaning services and ensure a clean, safe and healthy environment for the Department; Provide cleaning services Security Services; Responsible for the development of templates and forms for regional offices, training manuals, engineering procedures and standards and engineering specifications; Ensure the development and implementation of monitoring of quality standards of all projects; Oversee the implementation of facilities management minor and major maintenance projects; Develop and coordinate the implementation of schedule for on-going planned maintenance across asset portfolio of the Department; Manage the registry postal and courier services and ensure security of the departmental records.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

**NOTE**

All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

**POST 18/41**

**DIRECTOR REF NO: DHET 02/05/2019**

Branch: Skills Development
Component: National Skills Authority
Directorate: National Skills Authority

**SALARY**

R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate Bachelor’s Degree or Advanced National Diploma qualification on (NQF level 7) in Public Management/Administration/Social Sciences/Education and Training. A post-graduate Degree/qualification on (NQF level 8) and/or experience in the Post Schooling Education and Training sector will be an added advantage. A minimum of 5 to 10 years’ experience in Skills development Sector or related training environment with at least 5 years at middle management level. Sound knowledge of legal frameworks applicable to Skills Development. The candidate must have appropriate management or leadership experience. Good interpersonal, strategic leadership and communication skills, financial and human resources management, presentation skills, planning and organising skills, analytical and innovative thinking, negotiation skills, Change and diversity management and financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication. Ability to foster partnerships and stakeholder management.
Willingness to work irregular hours and travel extensively. A valid drivers’ license is essential.

**DUTIES**

The successful candidate will be reporting to the Executive Officer: will be responsible to provide effective and efficient Secretariat, administrative, strategic support and manage the programmes of the National Skills Authority. Design and develop the systems for effective secretariat and administrative support to the NSA, including relevant communication and reporting systems. Develop and recommend appropriate systems to monitor and support the implementation of the decisions of the NSA; Assist the Executive Officer with liaison activities between the NSA and Department of Higher Education and Training to ensure effective coordination of policy with reference to the NSDS and other skills development initiatives; Establish and maintain links between the NSA, SAQA, other government departments and statutory bodies to ensure effective policy coordination; Ensure the National Skills Conference is planned and hosted in terms of the agreed framework bi-annually; Establish systems and procedures for the effective management of human, financial and physical resources of the Secretariat; Manage NSA programmes including research projects, capacity building projects, consultation processes marketing And the NSA investigations. Maintain effective working relationships with key stakeholders, government and commercial enterprises and Control expenditure in the unit to ensure that there is no over and under expenditure.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

**NOTE**

All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

**POST 18/42**

**PRINCIPALS (X6 POSTS)**

Branch: Technical and Vocational Education and Training

**SALARY**

R1 005 063 per annum (Level 13) (All-inclusive Remuneration Package)

**CENTRE**

TVET Colleges:
Umfolozi TVET College Ref No: DHET 03/05/2019
Esayidi TVET College Ref No: DHET 04/05/2019
False Bay TVET College Ref No: DHET 05/05/2019
Gert Sibande TVET College Ref No: DHET 06/05/2019
Ekurhuleni West TVET College Ref No: DHET 07/05/2019
Lovedale TVET College Ref No: DHET 08/05/2019

**REQUIREMENTS**

An appropriate Bachelor’s Degree or equivalent qualification in Education on (NQF level 7), A post-graduate Degree/qualification on (NQF level 8) and/or experience in the Post Schooling Education and Training sector will be an added advantage. A minimum 5-10 years’ work experience in the TVET or education sector with at least 5 years at middle management level. Extensive experience in any or all of the following general management spheres: college/education institution management, strategy management, education management, human resource management and development. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial management plans and projects. Must have relevant work experience in the training and development or related environment. Ability to design internal systems and controls to ensure sound organisational governance, management and control. Ability to design internal systems and controls to ensure sound financial management. Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint. Proven report writing and presentation skills. Sound knowledge of the public TVET college sector and its regulatory and legislative framework. Knowledge of education and institutional management principles, methodologies and procedures. Knowledge of governance and public sector management reporting requirements. Strategic capability and leadership, client orientation and customer focus, financial management, people management and empowerment, communication, stakeholder management. Willingness to work irregular hours and travel extensively. A valid drivers’ license is essential.
Knowledge of and/or experience of the private sector/industry will also be treated as an added advantage.

**DUTIES**

To drive the efficient and effective implementation of college governance frameworks and systems; and functioning of governance structures, including the college council and the academic board. To build and foster an effective management team that plans and executes the college mandate in an integrated, compliant and performance-focused manner. To fulfil the role of accounting officer of the college by establishing and monitoring college financial and supply chain management systems towards the achievement of strategic goals and in compliance with all relevant legislation and regulations. To establish and monitor effective human resource management and stakeholder engagement systems incorporating both marketing and communication. To create a platform for effective management decision-making through the establishment of an accurate and accessible information management platform. To lead the development and delivery of responsive vocational and occupational curricula and programmes and monitor the associated quality assurance programme and impact on student performance and placement. To operationalize business partnerships and linkages that translate into student placements, workplace-based learning and articulation. To establish and manage a student management framework and system that facilitates student support and governance and provides all enrolled students with holistic academic and social support. To establish and lead college infrastructure and estate management system that assures the acquisition, maintenance, management and disposal of physical resources that facilitates the achievement of strategic and operational objectives. Facilitate programme articulation and upward progression.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

**NOTE**

All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interest and be subjected to security clearance.

**OTHER POSTS**

**POST 18/43**

DEPUTY PRINCIPALS: FINANCE (X4 POSTS)

Branch: Technical and Vocational Education and Training

**SALARY**

R869 007 per annum (Level 12) (All-inclusive Remuneration Package)

**CENTRE**

TVET Colleges:

- Umfolozi TVET College Ref No: DHET 09/05/2019
- Mnambithi TVET College Ref No: DHET 10/05/2019
- False Bay TVET College Ref No: DHET 11/05/2019
- Northlink TVET College Ref No: DHET 12/05/2019

**REQUIREMENTS**

A recognised B.Com Accounting degree (NQF level 7). The qualification should be coupled with at least 5 years’ relevant work experience (of which 3 years are required to be management experience) in the public sector. Excellent project management and communication skills, including analytical capability and report writing; the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; a valid driver’s license. This is a management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing and communication skills. The incumbent should be able to perform in a team environment. Added Advantages: An appropriate post graduate degree in B.Com Accounting or Financial management (NQF level 8). At least 3 years’ senior management experience, which should include leadership and experience in an overall financial management and reporting role, as well as 3 years’ in the Post-School Education and Training (PSET) sector A Chartered Accountant or Associate General Accountant registered with SAICA. Good knowledge and
understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies and regulations.

**DUTIES**

Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in financial management policies of the College; Establishing and maintaining financial management structures; Establishing, implementing and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; Overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; Overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution’s controls over financial and logistical systems and their procedures in order to protect the integrity of financial information; Overseeing and optimising the utilisation of electronic financial, logistic and management information systems; Managing the finalisation of interim and annual financial statements and reviewing thereof; and Managing engagements with assurance providers.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

**POST 18/44**

DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL)

**REF NO:** DHET 13/05/2019

**SALARY**

R869 007 per annum (Level 12) (All-inclusive Remuneration Package)

**CENTRE**

Capricorn TVET College

**REQUIREMENTS**

An appropriate Bachelor's Degree/Advanced National Diploma (NQF level 7) in Public Management, Human Resources Management or Social Sciences. A relevant post-graduate degree/qualification (NQF level 8) will be an added advantage. A minimum 5 to 10 years' relevant work experience in corporate services with at least 5 years’ experience on a junior management level. An understanding of the Department of Higher Education and Training’s strategic vision and priorities. Knowledge of Public Service Act, Employment of Educators Act, Labour Relations Act and Public Financial Management Act. Knowledge of policies and legislation governing education and training as well as the Public Service and Employment Services in South Africa. Experience in managing people and projects with the ability to plan strategically. An ability to develop, support and monitor the implementation of policies and the ability to work in a team environment; Good project Management and computer skills. Willingness to work irregular hours and travel extensively. Computer literacy (MS Word, MS PowerPoint, MS Excel, MS Excess and MS Outlook). A valid driver's license and willingness to travel.

**DUTIES**

Provide Strategic Leadership in the areas of Human Resources, Facilities Management, Records Management and Governance. Also accountable for the effective delivery of services in each of these areas. Coordinates and drives the preparation for the annual reviews of the College’s Strategic Plan. Encourage and builds an organizational climate conducive to optimal performance through implementing change management. Manages the entire human resource management function. Development and implementation of best practice policies, procedures and internal control systems to ensure effective corporate governance. Oversee the proper and effective management of the College’s assets and facilities. Ensure the provision of appropriate and cost effective services. Responsible for IT and information management solutions to meet the specific needs of the College. Responsible for communication and marketing for the College.
DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL) REF NO: DHET 14/05/2019
Branch: Community Education and Training

SALARY: R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
CENTRE: Free State CET College
REQUIREMENTS: A recognised B.Com Accounting degree (NQF level 7). The qualification should be coupled with at least 5 years’ relevant work experience (of which 3 years are required to be management experience) in the public sector. Excellent project management and communication skills, including analytical capability and report writing; the ability to lead a team; the ability to develop, support and monitor the implementation of policies; the ability to work in a team environment; good computer skills; a valid driver’s license. This is a management position that requires a dynamic individual with deep knowledge of the South African post-school education and training landscape, particularly its legislative frameworks, policies and regulations. The candidate must have proven strategic management and leadership capabilities and be a strong communicator with the ability to interact with the TVET College management and Council, problem-solving and report-writing and communication skills. The incumbent should be able to perform in a team environment. Added Advantages: An appropriate post graduate degree in B.Com Accounting or Financial management (NQF level 8). At least 3 years’ senior management experience, which should include leadership and experience in an overall financial management and reporting role, as well as 3 years’ in the Post-School Education and Training (PSET) sector A Chartered Accountant or Associate General Accountant registered with SAICA. Good knowledge and understanding of the Continuing Education and Training (CET) Act, Public Finance Management Act (PFMA), National Treasury regulations, PSET legislative frameworks, policies and regulations.

DUTIES: Assisting the Principal / Accounting Officer or Council in discharging the duties prescribed in financial management policies of the College; Establishing and maintaining financial management structures; Establishing, implementing and monitoring financial management and internal control systems. Contributing to the development of strategic, corporate, annual performance and operational plans, whichever applicable, including coordinating, analysing and advising; Overseeing the budget preparation process, providing advice and support to stakeholders and reviewing budget proposals prior to submission to the relevant approval authority; Overseeing and managing the budget monitoring process, including the production of monthly and quarterly financial and performance reports and providing recommendations and advice to the relevant functionaries on how to address significant variances; Regularly monitoring the institution’s controls over financial and logistical systems and their procedures in order to protect the integrity of financial information; Overseeing and optimising the utilisation of electronic financial, logistic and management information systems; Managing the finalisation of interim and annual financial statements and reviewing thereof; and Managing engagements with assurance providers.

ENQUIRIES: Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET 15/05/2019
Branch: Community Education and Training

SALARY: R869 007 per annum (Level 12) (All-inclusive Remuneration Package)
CENTRE: Free State CET College
REQUIREMENTS: An appropriate Bachelor’s Degree/Advanced National Diploma (NQF level 7), in Education and Training. Experience as Head of Department or Senior Lecturer in the Education and Training environment. A relevant post-graduate degree/qualification (NQF level 8) in Education and Training will be an added advantage. Five (5) years’ work experience in education and training environment. At least 5 years management experience. Experience in working at a TVET College in the teaching and learning disciplines will also be treated as an added advantage. A sound and thorough knowledge of all the transformational issues, capacity building processes and the National Qualification Framework (NQF) in
education and training especially relating to Curriculum management and delivery. Strategic management, conflict management, budgeting and financial management skills. Verbal and written communication and presentation skills. Willingness to work irregular hours and travel extensively Computer skills (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook). An understanding of DHET’s strategic vision and priorities. A thorough knowledge of all policies and legislation governing TVET Colleges in South Africa. Thorough knowledge of the student/information management system in respect to vocational education and training. A valid driver’s license and willingness to travel.

**DUTIES**

Provide strategic leadership regarding the proficient delivery of Curriculum Services and programme offerings. Responsible for the management of the registration processes at the College. Manage and Coordinate the compilation and implementation of all student administration policies and procedures at the College. Verify the validity and reliability of registration documentation and all EMIS data and reports. Coordinate the preparation of examination for all programmes involving assessment. Ensure current examination regulations and conventions are adhered to. Liaising with all staff e.g. Heads of Departments regarding entries. Handle college operations including academic programmes, administration and lectures for imparting quality delivery to students. Ensure quality programme delivery. Responsible for curriculum development. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool. Building a strong network of contacts with other institutions and industries. Ensuring that day-to-day operations of the college campuses are effectively and efficiently coordinated. Create and implement staff training sessions in conjunction with other managers. The achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification are key deliverables. Meaningful participation and support of the College Academic Board.

**ENQUIRIES**

Mr P Mtshali Tel No: 012 312 5089 / Ms X Rikhotso Tel No: 012 312 5513 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

**POST 18/47**

**HUMAN RESOURCE PRACTITIONER REF NO: UTVETC/HRMP/19 (X1 POST)**

**SALARY**

R257 508 per annum (Level 07) plus applicable service benefits

**CENTRE**

Umgungundlovu TVET College

**REQUIREMENTS**


**DUTIES**

Provide administrative support on all labour relation matters, Investigate and initiate the disciplinary enquiry. Draft charges and finalize all misconduct cases. Represent the College in disciplinary hearings and disputes. Facilitate the resolution of grievances; provide advice, support and training on labour relation matters. Ensure adherence to effective implementation of HR Policies, Regulations and Acts. Provide an effective Performance Management within the College. Provide administrative support for all Human Resource Development matters, conduct needs analysis and skills audit; organize and co-ordinate training and development interventions based on the needs of the employees. Prepare for approval WSP/ATR submissions to relevant stakeholders. Liaise with relevant stakeholders on training and development initiatives for staff development. Compile and submit various reports to management stakeholders. Monitor and provide training reports on all completed training activities.

**ENQUIRIES**

Miss N Jula at (033) 816 8619
APPLICATIONS: UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.

NOTE: Candidates who wish to apply must forward recently certified copies (not copies of 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. UMgungundlovu TVET College has the following permanent vacancies.

CLOSING DATE: 11 June 2019 at 12:00pm

POST 18/48: PROJECT COORDINATOR REF NO: UTVETC/PC/19

SALARY: R208 584 per annum (Level 06) plus applicable service benefits

CENTRE: UMgungundlovu TVET College

REQUIREMENTS: A Diploma in Marketing/Public/ Business Management or Public Relations or Project Management. 2 years working experience within a training environment. Must possess good time management skills. Understanding of the TVET College’s core mandates. Good and solid communication skills. Excellent computer literacy including MS Word, MS Excel and MS PowerPoint. Report writing and presentation skills. Ability to work within multidisciplinary settings. Detail orientated, flexible and creative. Networking Skills. Able to work extended hours.

DUTIES: Coordinate/manage all SETA and other related projects including Community Outreach Programmes at Learnership site or Campus. Conduct monitoring on projects. Compile project reports. Ensure that all administration on projects is complete. Ensure that various departments are prepared for audits from DHET, SETA’s and QCTO. Facilitate partnerships with local industries, employers, government departments and other professional bodies for work placement of learners of different skill programmes. Monitor the learners while in the workplace. Provide monthly reports on work placement.

ENQUIRIES: Miss N Jula at (033) 816 8619

APPLICATIONS: UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.

NOTE: Candidates who wish to apply must forward recently certified copies (not copies of 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. UMgungundlovu TVET College has the following permanent vacancies.

CLOSING DATE: 11 June 2019 at 12:00pm

POST 18/49: SUPPLY CHAIN MANAGEMENT: ADMINISTRATION CLERK REF NO: UTVETC/AAC/19 (X1 POST)

SALARY: R173 703 per annum (Level 05) plus applicable service benefits

CENTRE: UMgungundlovu TVET College

REQUIREMENTS: Grade 12 qualification plus N6 Certificate in Business/Public Management or other SCM related qualification together with 18 months’ relevant experience and one-year administrative experience. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations; In-depth knowledge of financial systems. Skills and Competencies: Planning and organising skills; Good
interpersonal relations; Effective communication skills (written and verbal); Computer literacy; Ability to work independently and meet deadlines. The ability to work under pressure, work in a team and preparedness to work overtime when required. Added Advantage: National Diploma in Business Management/ Public Management.

**DUTIES**

- Sourcing of quotation as per National Treasury guidelines; Receive and assess quotation to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Request, prepare and compile quotes; Ensure that all relevant forms are attached; Extend the validity periods of quotes in advance of expiry dates; Capturing of awarded contracts on National Treasury contracts registration application (CRA); Ensure procedures comply with SCM policies; Ensure proper filing and safe keeping of documents; Ensure timely processing of payments to suppliers; Receiving and issuing of stock items; Perform other duties as delegated by the supervisor.

**ENQUIRIES**

Miss N Jula at (033) 816 8619

**APPLICATIONS**

UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.

**NOTE**

Candidates who wish to apply must forward recently certified copies (not copies of 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. Umgungundlovu TVET College has the following permanent vacancies.

**CLOSING DATE**

11 June 2019 at 12:00pm

**POST 18/50**

SECRETARY TO THE DEPUTY PRINCIPALS REF NO: UTVETC/SECR/19 (X2 POSTS)

**SALARY**

R173 703 per annum (Level 05) plus applicable service benefits

**CENTRE**

UMgungundlovu TVET College

**REQUIREMENTS**

- Grade 12 qualification plus N6 Certificate in Management Assistant or Office Management/ Secretarial studies or equivalent qualification with 18 months relevant experience. Excellent interpersonal skills and ability to manage and plan the Deputy Principal’s diary. Good communication skills, written and verbal. Must be computer literate. Sound interpersonal skills and must possess good telephone etiquette. High level of accountability. Ability to work independently and work under pressure. The incumbent should be creative, innovative, flexible and highly motivated individual. Possess sound organisational skills. Added Advantage: National Diploma in Management Assistant or other relevant qualification.

**DUTIES**

- Provide secretarial support and general administration support to the Deputy Principals. Write routine notes, memos, letters and reports. Take minutes during meetings. Maintain an effective filing and document tracking system (electronic and physical). Coordinate and arrange meetings with internal and external stakeholders. General administrative duties including photocopying, scanning and faxing; and performing any other duties delegated by the Deputy Principal.

**ENQUIRIES**

Miss N Jula at (033) 816 8619

**APPLICATIONS**

UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.

**NOTE**

Candidates who wish to apply must forward recently certified copies (not copies of 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. Umgungundlovu TVET College has the following permanent vacancies.

CLOSING DATE : 11 June 2019 at 12:00pm

POST 18/51 : DRIVER/MESSENGER REF NO: UTVETC/DM/19 (X1 POST)

SALARY : R145 281 per annum (Level 04) plus applicable service benefits

CENTRE : Umgungundlovu TVET College

REQUIREMENTS : A Grade 12 qualification; a minimum of 3 years’ experience in a driving/messenger environment; a valid driver’s license code 10, valid PDP. Sound Interpersonal skills and willingness to work extended hours due to extensive traveling. Added Advantage: Valid code 14 driver’s license.

DUTIES : The successful candidate will be responsible for but not limited to the following tasks: Provide driving/messenger services. Maintain accurate and up to date schedule trip sheets; i.e. log official trips, daily mileage, and fuel consumption. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Handle routine and ad-hoc administrative tasks relevant to the execution of the function; i.e. collect office consumables. Collect, distribute and control movement of documents. Ensure proper and secure control over movement of documents. Report incidents and accidents timeously and compile vehicle condition reports and other records required by Management. Coordinate and liaise with Facilities Management to ensure that minor/major vehicle maintenance is carried out.

ENQUIRIES : Miss N Jula at (033) 816 8619

APPLICATIONS : Umgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.

NOTE : Candidates who wish to apply must forward recently certified copies (not copies of 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. Umgungundlovu TVET College has the following permanent vacancies.

CLOSING DATE : 11 June 2019 at 12:00pm