DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(UMFOLOZI TVET COLLEGE)

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

CLOSING DATE

05 July 2019 at 13:00pm.

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 licence (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.

OTHER POSTS

POST 22/19

ASSISTANT RISK OFFICER, REF NO. 2019/055

SALARY

R257 508 per annum (SL 7) plus benefits (College Appointment)

CENTRE

Central Office

REQUIREMENTS

Appropriate Diploma in Risk management or Internal Auditing. Good understanding of the theory and practices of Risk Management. Affiliation with a professional body (e.g. Institute of Risk management SA, IIASA ect). Experience in Risk Management and control model principles, Internal Auditing and Risk Management systems/ software.

DUTIES

KRA: Assisting in implementation and Coordination of Risk Management Framework: Support the Risk Officer with the implementation of the risk management framework and fraud prevention strategy. Identify and analyse risks in the respective units, campuses and skills centres. Assist in profiling key compliance aspects in relation to legislation, policies, procedures, controls and monitoring. Assist in monitoring the implementation of risk strategies by management. Perform monitoring by observations over critical processes. Update college risk registers. Prepare comments and opinions on observations of specific processes, procedures, controls and systems. Assist during the risk management workshops which entails educating and creating awareness on fraud risk and college strategies to manage fraud risk. Information Management and Record Keeping within the risk management unit. Assist in conducting risk assessments and control identification exercise, assess the identified risk in terms of their likelihood prepare risk register, update it regularly and analyse the risk associated with each applicable financial and operational assertion. Monitor and evaluate the effectiveness of risk management practices within the College. Perform regular reviews on the register, do follow up and also perform sites visits. Provide input towards the preparation of quarterly reports to management, Academic Board, Audit
committee and Council. Assist in the process of setting or reviewing the risk bearing capacity, risk appetite and risk tolerance levels of the College by senior management and council. KRA: Secretarial functions: Perform secretarial functions of the Risk Management Committee and ensure the Committee is functional. KRA: Information Management and Record Keeping: Maintain various statistical records for the College and maintain general files. Reference source documentation, reports and/or instructions using alphanumeric sequential codes 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: Mr TP Zulu, Tel. No (035) 902 9506

POST 22/20: ICT TECHNICIAN, REF NO. 2019/056

SALARY: R208 584 per annum (SL6) plus benefits (College appointment up until 31 May 2020)

CENTRE: Bambanani Campus


DUTIES: KRA: Hardware and Software Installation and System Maintenance: Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions. Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software. Set up, install and test new units prior to handover and monitoring functionality in the live environment. Maintain data dictionaries / directories and control the distribution and retention of data on various storage devices. KRA: Network Administration and Maintenance: Administer the WAN and LAN networks. Monitor and administer the usage of the internet. KRA: Information Technology and System Administration: Update the IT asset register. Maintain records of licences permitting the use of specific software. Perform system backups. KRA: Web Support: Implement appropriate security measures to safeguard data and restrict access appropriately. Audit web sites and applications to ensure that standards are met; security measures are in place and determine and address the impact of new requirements and programming changes required. Maintain web applications (e.g. integration, testing, maintenance and reporting).

ENQUIRIES: Ms NP Hadebe, Tel. No: (087) 897-5026

POST 22/21: STUDENT SUPPORT SERVICES CLERK, REF NO. 2019/057

College appointment up until 31 May 2020

SALARY: R173 703 per annum (SL5) plus benefits

CENTRE: Bambanani Campus

REQUIREMENTS: NC (V) Level 4 or senior certificate.


ENQUIRIES: Ms NP Hadebe, Tel. No : ( 087) 897-5026

POST 22/22: SENIOR ADMIN CLERK, CERTIFICATE & BOOKSHOP, REF NO. 2019/058

SALARY: R173 703 per annum (SL5) plus benefits (College appointment)

CENTRE: Central Office

REQUIREMENTS: Matric or NCV Level 4 Office Administration; Appropriate Management Assistant course or Office Administration Level 4.

DUTIES: KRA: Office Administration & Data Capturing: Type reports/ plans/ letters/presentations and other correspondence. Schedule meetings and arrange
venues, invitations, refreshments. Take minutes at meetings, when requested. Answer internal and external communication and queries. KRA: Information Management and record Keeping: Safeguard and ensure that there is limited access to processed and unprocessed certificates. Keep records of all issued. Maintain various statistical records for the College and maintain general files. Reference source documentation reports and/or instructions using alpha-numeric sequential codes 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 of discussion. KRA: Printing internal certificates: Request and ordering of A4 certificates papers. Receive and record permanent registers from skills campuses and various projects for printing of internal certificates. Verify each student information on the Coltech system. Design and print internal certificates. Verify accuracy of student information on the printed certificates. Record printed certificates and link each certificates number to the student. Send printed certificates to the senior management for signing. Safekeeping of all certificates records. Maintain a record of all issued certificates. Ensure that certificates to be issued meeting all the required standards e.g. College embossed certificate. KRA: Ordering of Report 191 and NCV textbooks: Receive of required textbooks from Campuses. Requesting quotation from different publishers. Prepare requisition forms, record and send them to procurement department. Send the approved orders to the publishers. Follow up on purchased orders. Liaise with Campuses and publishers. Receive, count and signing of delivery notes. Signing of tax invoices. Record and despatch books according to each Campus’s request. Record send tax invoices to procurement department.

ENQUIRIES:
Ms LN Dlamini, Tel No: (035) 902-9704

POST 22/23:
FINANCIAL AID CLERK, REF NO. 2019/059
College appointment up until 31 May 2020

SALARY:
R173 703 per annum (SL5) plus benefits

CENTRE:
Bambanani Campus

REQUIREMENTS:
Grade 12 or NCV level 4 with Mathematics or Accounting or an N6 in Financial Management together with 18 months’ relevant experience. Good understanding of DHET TVET College Bursary Scheme requirements and regulation of the National Students Financial Aid Scheme (NSFAS). Excellent administrative skills. Excellent attention to detail. Good competency in the capturing, recoding, and reporting of data and information. Proven computer literacy, including MSWord, MS Excel and MS PowerPoint. Good skills related to the preparation and implementation of financial aid-related plans. Advantageous: Divers Licence.

DUTIES:
KRA: College Bursary Administration: Ensure implementation of and continued compliance with College financial aid and DHET rules and guidance policies and procedures. Coordinate student support financial aid systems for the campus in collaboration with Financial Aid Officer. Facilitate all financial aid applications in a timely and accurate manner, including tuition, accommodation, travel and any other financial aid grants and loans and all payments. Maintain continuously updated records of all applications and the related documentation and status. KRA: Student Registration Support: Communicate DHET rules and guidelines and application status to campus students, relevant staff and SRC and ensure to form part on induction process. Ensure clear process steps are communicated to all students via College staff, SRC and other appropriate available platforms. Provide “help desk” access during registration in order to respond to any enquiries. KRA: DHET TVET College Bursary Scheme Administration: maintain a database of all students of the campus in terms of Department of Higher Education and Training and NSFAS requirements. Receive and log all applications and ensure all required information has been included. Submit applications to the relevant staff of any changes in requirements. Identify and improve application gaps and non-compliance. Report system and other financial aid issues, follow-up and ensure issues are resolved. Notify students and relevant staff of any changes in requirements. KRA Financial Aid Information Management: Provide Financial Aid Officer with weekly and monthly reports on the progress of student’s bursary application activities and other related
matters. Attend Financial Aid Committee meeting and other relevant meetings and provide necessary information. Provide data for the as requested by Senior Management Team, Academic board, College Council and Quarterly M&E report for DHET. Maintain information on scheme requirements, contact details and application guidelines. Maintain a database of key contacts and references for financial aid enquiries and advice.

**ENQUIRIES**: Ms NP Hadebe, Tel. No. (087) 897-5026

**POST 22/24**: RECEPTIONIST, REF NO. 2019/060  
College appointment up until 31 May 2020

**SALARY**: R173 703 per annum (SL5) plus benefits  
**CENTRE**: Bambanani Campus  
**REQUIREMENTS**: NC (V) Level 4 or senior certificate.  

**ENQUIRIES**: Ms NP Hadebe, Tel. No. (087) 897-5026

**POST 22/25**: ASSET & FLEET CLERK, REF NO. 2019/061  
College appointment up until 31 May 2020

**SALARY**: R173 703 per annum (SL5) plus benefits  
**CENTRE**: Bambanani Campus  
**REQUIREMENTS**: Grade 12 certificate or equivalent qualification. Minimum of one-year experience in supply chain administration, auxiliary services or general administration. A valid drivers’ licence.  
**DUTIES**: KRA: Asset Administration: Update and maintain the College asset and consumables registers. Conduct asset and consumable audits. Conduct the physical verification of assets bi-annually during January to February and July to August. Record assets not verified and assets to be disposed of to the attention of the Assets and Office Administration Supervisor. Update and administer insurance policies. Participate and ensure that contractors are inducted prior to commencement of work. Inspect conditions of assets (machines, tools, infrastructure and premises) and verify that stacking and storing principles are adhered to. Conduct the Rep inspection in area of responsibilities every quarter using the standard inspection form and discuss with Assets and Office Administration Supervisor. Report theft, loss or damage of fixed assets immediately to the Campus Manager, Supervisor and AD: General Administration. Report quarterly on maintenance and improvements to be done to infrastructure assets after a meeting with the Campus Manager and HOU Health & Safety. Submit all insurance claims and report on a monthly basis to the Assets and Office Administration Supervisor. Administer the disposal of assets. KRA: Telephone administration: Report on a monthly basis regarding the telephone usage. Collect reports at Central Office for distribution to Campus Managers and Assistant Directors for onward submission to users. Follow-up on outstanding reports indicating private calls from Campus Managers and Assistant Directors. KRA: Fleet Administration: Maintain the College fleet of vehicles. Administer the utilisation of the College fleet. Administer incidents of vehicle accidents or thefts. Provide transport services. Report on a weekly basis to Assets and Office Administration Supervisor on the condition of vehicles, e.g. dents, etc.

**ENQUIRIES**: Ms NP Hadebe, Tel. No. (087) 8975026

**POST 22/26**: PHOTOCOPIER / BOOKSHOP, REF NO. 2019/062  
College appointment up until 31 May 2020

**SALARY**: R102 534 per annum (SL2) plus benefits  
**CENTRE**: Bambanani Campus  
**REQUIREMENTS**: NC (V) Level 4 or senior certificate.  
**DUTIES**: KRA: Operate the photocopier machines: Make copies for staff. Report any malfunctioning of photocopier machines. Keep records of photocopier machine activities. Scanning of documents. KRA: Binding and laminating of
documents. KRA: Provide counter services: Receive the request form and documents. Contact clients when documents are ready. Update the index. Attend to counter queries. KRA: Perform minor maintenance on the photocopier machine: Arrange for the servicing of and repair to the machines. Undertake the general maintenance and cleaning of the machines. KRA: Make requisition for photocopying materials: Ensure that photocopying materials and equipment are stored securely. Arrange for the re-ordering of copy papers, staples and toners.

ENQUIRIES

Ms NP Hadebe, Tel. No. (087) 897-5026