APPLICATIONS:  Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), between 07h35 to 15h15.

CLOSING DATE:  12 July 2019 at 12:00

NOTE:  Majuba 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 driver’s license (where applicable) 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 checks (where applicable), qualification and employment 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. Note1: 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. Note2: 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. Majuba College is an equal opportunity employer.

OTHER POSTS

POST 23/06:  SENIOR ADMINISTRATIVE OFFICER (ADMINISTRATIVE HEAD) REF. NO.: MAJSAOMTC062019

SALARY:  R316 791.00 (Level 8)
CENTRE:  Campus: Majuba Technology Centre
REQUIREMENTS:  A recognized three year diploma or degree in a finance/ administration field or equivalent qualification and at least 3 years’ relevant experience of which 1 year should be at a supervisory level. A valid driver’s licence, computer literacy and sound financial skills are required.
DUTIES:  Management of all areas of administration and finance at a campus. These areas would include the following: Fleet management, general maintenance, reprographics, procurement, stock and asset control, reception services, student support services and exams/certification, personnel and payroll services, debtors control, budget control, cash flow control and cost control.

ENQUIRIES:  Mr MN Ntshangase on Tel. 034 3264888

POST 23/07:  SENIOR ADMINISTRATIVE OFFICER (ADMINISTRATIVE HEAD) REF. NO.: MAJSAODTC062019

SALARY:  Scale: R316 791.00(Level 8)
CENTRE:  Campus: Dundee Technology Centre
REQUIREMENTS:  A recognized three year diploma or degree in a finance/ administration field or equivalent qualification and at least 3 years’ relevant experience of which 1 year should be at a supervisory level. A valid driver’s licence, computer literacy and sound financial skills are required.
DUTIES:  Management of all areas of administration and finance at a campus. These areas would include the following: Fleet management, general maintenance, reprographics, procurement, stock and asset control, reception services, student support services and exams/certification, personnel and payroll services, debtors control, budget control, cash flow control and cost control.

ENQUIRIES:  Mr MN Ntshangase on Tel. 0343264888