ANNEXURE I

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

MANAGEMENT ECHELON

POST 30/46

: PRINCIPAL
Branch: Technical and Vocational Education and Training

SALARY CENTRE

: R1 057 326 per annum (Level 13) (All-Inclusive Remuneration Package)
Coastal TVET College Ref No: DHET 01/08/2019
College Of Cape Town Ref No: DHET 02/08/2019
Ehlanzeni TVET College Ref No: DHET 03/08/2019
Northlink TVET College Ref No: DHET 04/03/2019
King Sabata Dalidyebo TVET College Ref No: DHET 05/08/2019

REQUIREMENTS


DUTIES

: To drive the efficient and effective implementation of college governance frameworks and systems; and functionings 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 / Mr R Kgare Tel No: (012) 312 5442 / Mr D Moyane Tel No: (012) 312 5165, Ms X Rikhotso Tel No: (012) 312 5513
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.

NOTE: 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 licence (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. Applications received after the closing date or faxed and emailed applications will not be considered. These posts are based in TVET Colleges NB 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.

CLOSING DATE: 06 September 2019

OTHER POSTS

POST 30/47: DEPUTY PRINCIPAL: FINANCE (DEPUTY DIRECTOR LEVEL)
Branch: technical and vocational education and training

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

CENTRE: Tshwane North TVET College Ref No: DHET 06/08/2019
South West Gauteng TVET College Ref No: DHET 07/08/2019
Ekurhuleni West TVET College Ref No: DHET 08/08/2019

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/ or private 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, logistical 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 / Mr R Kgare Tel No: (012) 312 5442/ Ms D Moyane Tel No: (012) 312 5165, Ms X Rikhotso Tel No: (012) 312 5513

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CLOSING DATE: 06 September 2019

POST 30/48: DEPUTY PRINCIPAL: ACADEMIC SERVICES (DEPUTY DIRECTOR LEVEL)
Branch: Technical and Vocational Education and Training Colleges

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

CENTRE: King Sabata Dalidyebho TVET College Ref No: DHET 09/08/2019
Lovedale TVET College Ref No: DHET 10/08/2019

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 licence 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 Mthathali Tel No: (012) 312 5089 / Mr R Kgare Tel No: (012) 312 5442/ Mr D Moyane Tel No: (012) 312 5165 Ms X Rikhotso Tel No: (012) 312 5513

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CLOSING DATE: 06 September 2019

POST 30/49: DEPUTY PRINCIPAL: CORPORATE SERVICES (DEPUTY DIRECTOR LEVEL) REF NO: DHET 11/08/2019

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

CENTRE: West Coast 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. Oversees 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.

**ENQUIRIES**

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

**APPLICATIONS**

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**NOTE**

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. Applications received after the closing date or faxed and emailed applications will not be considered. These posts are based in TVET Colleges

**CLOSING DATE**

06 September 2019

**POST 30/50**

ASSISTANT DIRECTOR – CURRICULUM SERVICES REF NO: ADCS/01/2019

**SALARY**

R470 040 per annum (Level 10) plus benefits as applicable in the Public Service

**CENTRE**

Central office (Majuba TVET College)

**REQUIREMENTS**

Matric certificate together with a recognized 3 year Bachelor's Degree/National Diploma (NQF Level 6) in Education or equivalent qualification plus at least 5 years of teaching experience in the TVET Sector, a valid driver’s license and computer literacy. Recommendations: Supervisory/managerial experience will be an added advantage. Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act. Skills: Administrative, planning and organizing skills, financial management skills, report writing skills communication and interpersonal skills, problem solving skills. Computer literacy, analytical, client oriented, project management skills, team leadership and people management.
**DUTIES**: Manage a proactive national curriculum framework in line with the college strategy. Provision of in-house lecturer development and support. Implement and maintain programme quality systems and processes (incl. assessment: ICASS & ISAT, moderation and performance records). Identify remedial academic interventions and ensure implementation (in collaboration with AD: Student support services and campus management). Provide curriculum support services in terms of lecturers, assessment, Instruments, e-Learning technologies and learner materials. Formulate curriculum policies and procedures and contribute to the curriculum strategy of the college. Participate in Regional and National TVET and other curriculum initiatives. Establish and maintain sound relationships with quality assurances bodies to ensure quality programme delivery and compliance. Ensure coordinated curriculum delivery at the college delivery sites. Identify simulation needs and other resources for each programme to ensure quality programme delivery. Establish appropriate structures to support effective teaching and learning.

**ENQUIRIES**: Mr MN Ntshangase Tel No: (034) 326-4888

**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 (please quote the post reference number on the outside of the envelope).

**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 is unsuccessful. 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. 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.

**CLOSING DATE**: 10 September 2019 at 12:00

**POST 30/51**: ASSISTANT DIRECTOR – STUDENT SUPPORT SERVICES

**REF NO**: ADSS/02/2019

**Campus**: Central Office

**SALARY**: R470 040 per annum (Level 10) plus benefits as applicable in the Public Service

**CENTRE**: Central office (Majuba TVET College)

**REQUIREMENTS**: Matric Certificate together with an appropriate Bachelor’s Degree/National Diploma (NQF Level 6) or qualification specifically in Education / Social/Behavioural Sciences; Qualification in Psychology or Social work will be an added advantage; 5 years of relevant working experience, computer literacy (MS Office: Excel, Word and PowerPoint) and a valid driver’s licence. Recommendations: Supervisory/managerial experience will be an added advantage. Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act, Knowledge of the National Student Financial Aid Scheme and related legislation, Knowledge of the Public TVET Sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act, Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer
DUTIES: Oversee administration of the student support services unit. Develop the Annual Student Support Services (SSS) Operational plan, assigning relevant tasks to the staff and ensuring progress against the approved annual targets. Develop and review relevant SSS policies, processes, procedures, and job profiles. Ensure that learner’s information are captured on Information Technology System (ITS). Provide student with career guidance, counselling and academic support. Develop and monitor implementation of relevant career guidance plans for prospective students and enrolled students towards academic achievement. Liaise with the Work Integrated Unit Manager and relevant stakeholders in ensuring a well-developed system in providing the adequate workplace student experience. Monitor, control and direct career guidance at the central office and campus level. Ensure implementation of counselling, guidance policy, procedure and best practice. Coordinate and monitor the provision of counselling services across the college. Design life skills programme as a proactive measure for counselling. Manage counselling services conducted by SSS to ensure that services are conducted at the required standard and comply with code of ethics. Ensure that individual counselling services take place including intervention programmes on psycho-social issues that affect students. Ensuring that counselling database system is designed and frequently updated for referral purposes. Track the behaviour and academic performance of students participating in internal and external counselling programmes. Oversee and maintain the sport, recreation, arts and culture activities for students. Ensure that there is Sport, Arts and Culture annual activity plan and budget. Facilitate student governance and student leadership development. Coordinate and monitor annual SRC election processes. Coordinate training and mentoring on SRC roles, duties, protocols and practices. Facilitate regular reviews and update student Code of Conduct guidelines and SRC constitution. Monitor the implementation of the student orientation and induction programmes. Support the College Student Financial Aid Officer with advocacy on the NSFAS Bursary Management System. Management of all Human, Financial and other resources of the unit performing of any other duties as delegated by the supervisor.

ENQUIRIES: Mr MN Ntshangase Tel No: 0343264888

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 (please quote the post reference number on the outside of the envelope).

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 is unsuccessful. 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. 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.

CLOSING DATE: 10 September 2019 at 12:00
POST 30/52: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: MTVET 26/2019
(Permanent Post)
Mnambithi TVET College

SALARY: R470 040 per annum (Level 10) (plus benefits) PERSAL appointment
CENTRE: Central Office

DUTIES: Implement the HR Plan. Facilitate Labour Relations Function. Develop policies, guideline, and standard operating procedures. Ensure that HR Policies/Collective agreements are implemented. Provide advice and guidance to relevant stakeholders. Supervise the staff within the Departments and resolve conflict. Ensure that the College’s Staff Establishment is maintained and updated. Provision of reports and statistics including information management. Manage implementation and monitoring of service benefits such as allowances, pensions, resettlement and medical assistance. Manage leave and the service termination process. Manage staff payroll for VIP and PERSAL paid staff. Maintain workflow by assign work to staff. Oversee the Human resources development, employment equity, staff performance management, and employee assistance and wellness functions. Render demand and acquisition clerical support: Control turnaround time of requisition and orders. Monitor.

ENQUIRIES: HR Section Tel No: (036)6310360
APPLICATIONS: Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

FOR ATTENTION: HR Unit
NOTE: To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your 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 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions. CLOSING DATE: 06 September 2019

POST 30/53: SENIOR ICT TECHNICIAN REF NO: MTVET 25/2019
(Permanent Post)
Mnambithi TVET College

SALARY: R316 791 per annum (Level 08) plus benefits applicable in the Public Service.
CENTRE: Central Office
REQUIREMENTS: Diploma in ICT/IT or relevant qualification, Microsoft certified system engineer (MCSE) status. Cisco Certified Network Associate (CCNA) and Cisco Certified Network Professional (CCNP). International Comptia A+ Certificate. Driver License. Must have at least two (2) years of relevant experience or working in similar position.
DUTIES: Service and network administration. General user support in both admin and computer labs across campuses. Creating and managing user accounts. Creating and managing user Email Accounts Microsoft Exchange server. Managing Antivirus servers and Antivirus Endpoints. Maintaining patch management across the network. Daily server, Desktop and Thin clients check-up. Planning of upgrades to both hardware and software. Manage all system back-up. LAN/WAN support. Document network problems and resolution for future reference. Build and assembly servers and SAN [IBM server and IBM SAN]. Set up VIP payroll server. Create Virtual Machines in the Cluster/Hyper V. Set up and configure WSUS. Installing and configuring of managed switches VLANS. Ensuring that all planned and assigned duties are executed timely and accordingly. Assigning relevant technicians to appropriate duties and site visits. Attend ICT meetings and seminars to keep to date with latest ICT developments.

ENQUIRIES: HR Section Tel No: (036)6310360

APPLICATIONS: Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

FOR ATTENTION: HR Unit

NOTE: To apply, please forward certified copies of qualifications, ID copy, driver's licence (added advantage), your 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 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE: 06 September 2019

POST 30/54: SENIOR ADMINISTRATIVE OFFICER (ADMINISTRATIVE HEAD) REF NO: MAJSAOITB292019

Majuba TVET College

SALARY: R316 791 per annum (Level 08)

CENTRE: IT and Business campus

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 license, 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 Tel No: (034) 326-4888

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 (please quote the post reference number on the outside of the envelope).

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CLOSING DATE: 10 September 2019 at 12:00

POST 30/55: SENIOR ADMINISTRATIVE OFFICER: RISK REF NO: MAJSAORISK322019

Majuba TVET College

SALARY: R316 791 per annum (Level 08)

CENTRE: Central office

REQUIREMENTS: A recognized, relevant three year diploma or degree with Accounting and Auditing as majors or equivalent qualification, completed Articles (SAICA) and a valid driver’s license. Recommendations: A risk management qualification will be an added advantage. If not currently studying towards a risk management qualification, the successful candidate will be required to complete a risk management qualification within two years of being appointed. Experience in enterprise risk management and/or fraud and corruption prevention will be an added advantage. Registration with IRMSA or any other recognised professional body (risk related) will also be an added advantage. Competencies: Communication, presentation and report writing skills; computer skills (inclusive of MS Office); planning and organisation skills; problem – solving and analytical skills; interpersonal communication; time management. Attributes: Integrity; reliability; accurate; attention to detail; confidentiality; service-oriented; able to work independently; team player; able to work under stress.

DUTIES: Support implementation of the Risk Management Policy and related requirements. Maintain and update the risk register, in compliance with requirements and good practice. Identify risks, through a variety of means and raise such risks appropriately. Analyse risks raised by stakeholders, recommend risk controls, and advise on risk financing. Engage with stakeholders to assess risks and finalise risk action plans, providing appropriate support. Coordinate fraud and corruption prevention campaigns. Manage whistleblowing appropriately. Conduct advocacy and training, as part of efforts to build and maintain a sound risk management culture within the College. Monitor the implementation of risk action plan, and compile requisite risk reports. Serve on the required committees and participate in required meetings, providing appropriate support. Perform administrative and other tasks, as required by the Chief Risk Officer/AD: Quality. Comply with all policies, and perform all work maintaining good ethics and upholding the values of the College.

ENQUIRIES: Mr MN Ntshangase Tel No: (034) 326 - 4888

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 (please quote the post reference number on the outside of the envelope).

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 is unsuccessful. 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. 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.

CLOSING DATE: 10 September 2019 at 12:00

POST 30/56: SENIOR ADMINISTRATIVE OFFICER: HR ADMINISTRATION REF NO: MAJSAOHR332019
Majuba TVET College

SALARY: R316 791 per annum (Level 08)
CENTRE: Central Office
REQUIREMENTS: A recognized, relevant three year diploma or degree in Human Resources Management or an equivalent qualification with at least 3 years of relevant work experience, computer literacy (MS Office) and a valid driver’s license. Recommendations: Experience in working with VIP and/or PERSAL system will be an added advantage. Excellent written and verbal skills. Good interpersonal skills. The ability to document and operationalise sub – policies and procedures. Experience in a human resources environment will be an added advantage. Proficiency in MS Word and Excel.

DUTIES: Human resources maintenance, comprising the determination of conditions of service(including employee benefits), remuneration structures, payroll, record keeping, personnel turn-over, settlement of disputes, advisory services, employer-employee relations, social responsibility and human resources statistics.

ENQUIRIES: Mr MN Ntshangase Tel No: (034) 326 - 4888
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 (please quote the post reference number on the outside of the envelope).

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 is unsuccessful. 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. 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.

CLOSING DATE: 10 September 2019 at 12:00

POST 30/57: INFORMATION TECHNOLOGY TECHNICIAN REF NO: MTVET 24/2019
(MP TBET Post)
Mambithi TVET College

SALARY: R257 508 per annum (Level 07) plus benefits applicable in the Public Service.
CENTRE: Central Office
REQUIREMENTS: Grade 12 or Equivalent, IT Diploma or A+; N+, A valid Code 08 driver’s license-unendorsed, 1-2 years’ experience in an IT environment, Proven knowledge
and competence regarding computer hardware and software, The ability to solve computer-related problems, Proven experience in providing all levels of user and application support, Computer proficiency in SMS Office Suites, Good communication Skills (both Verbal and Written), MCSA/MCSE an advantage.

**DUTIES**
- LAN Administration, Desktop support and Maintenance-Hardware and Software support, Systems Backups, Server Support, Assist with implementation and expansion of ITC, Carry out regular security, virus and audit control of usage of college’s system, Evaluation and keeping abreast of new developments in ICT, Manage and maintain third party software, Attend regular IT meetings (internal & Provincial), Provide accurate reports to IT Manager.

**ENQUIRIES**
- HR Section Tel No: (036)6310360

**APPLICATIONS**
- Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

**FOR ATTENTION**
- HR Unit

**NOTE**
- To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your 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 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

**CLOSING DATE**
- 06 September 2019

**POST 30/58**
- **SCM PRACTITIONER REF NO: MTVET 10/2019**
  (Permanent Post)
  Mnambithi TVET College

**SALARY**
- R257 508 per annum (Level 07)

**CENTRE**
- Central Office

**REQUIREMENTS**
- A recognized bachelor’s degree or equivalent qualification at NQF level 6 in Supply Chain Management; Accounting, Public Management or related fields; A minimum of three (3) years’ experience in Supply Chain Management, Sound knowledge of Supply Chain Management. Sound knowledge of Supply Chain Management legislations such as PFMA, Treasury Regulations, PPPFA, B-BBEE, Practice notes, Circulars and SCM delegations, Be computer literate in Office packages (Ms Word, Excel, Outlook and PowerPoint), excellent numeric skills, verbal and written communication skills. Be able to meet tight deadlines and be team oriented, A valid driver’s license is essential.

**DUTIES**
- Render Contract Management services within the college, Implement and maintain sound SCM practices with regard to demand and acquisition processes, Promote effective SCM by ensuring that procurement policies, guidelines and procedures are adhered to. Ensure consistent and effective application of supply chain management practices, Perform expenditure analysis with respect to goods and services procured, Consolidate the end users procurement plans into the overall procurement plan for the college, Provide bid administration services, Provide secretarial support and adviser to Bid Evaluation Committee, Supervise, train and monitor staff performance within the SCM Unit.

**ENQUIRIES**
- HR Section Tel No: (036)6310360

**APPLICATIONS**
- Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

**FOR ATTENTION**
- HR Unit

**NOTE**
- To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your 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 and on
the envelope and address it for the Correspondence will be limited to
shortlisted candidates. Should the candidates not be notified of the outcome
of their application within 3 month after the closing date, they should regard
their application as unsuccessful. The College reserves the right not to fill post.
Mnambithi MTVET College is an equal opportunity affirmative action
employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE : 06 September 2019

POST 30/59 : WORK PLACEMENT OFFICER REF NO: 2019/010
Ingwe TVET College

SALARY : R257 508 per annum (Level 07)
CENTRE : Administration Office: Student Support Services
REQUIREMENTS : Matric, National Diploma/ Degree in Public Management. Proven interpersonal
skills and good verbal and written communication in English. Two years’
Experience on working with SETA’s. Proven office administration skills relating
to client relations and liaison, function organisation, equipment management,
logistical scheduling, telephone etiquette, filing and recordkeeping. Proven
computer literacy in MS Word, MS Excel and MS Power Point. Driver’s license.

DUTIES : Office Administration: Type reports/plans/letters/ presentations and other
correspondence. Schedule meetings and arrange venues, invitations,
refreshments. Take minutes at meetings, when requested. Answer
interpersonal communication and queries. Organise work placements and to
support students in the work placement process. Organise and attend
placement visits to monitor the progress of students and deal effectively with
any issues concerns that arise. Carry out health and safety assessment of
work placement settings and to be aware of the issues surrounding health and
safety: safeguarding within the workplace environment. Assist with briefing
meetings on a group or individual basis with students and course leaders so
that they understand the workplace process, the level of support suitable and
are fully equipped to undertake a successful work placement. Assist in
development and maintenance of a database of appropriate employer and
commercial/ industrial lines. Help monitor the progress of work placement
throughout the college in liaison with the work placement co ordinator.

ENQUIRIES : Miss NA Damoyi Tel No: (039) 9402142
APPLICATIONS : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or
alternatively, applications can be hand-delivered to the Central Office,
Badibanise A/A, Mount Frere 5090

NOTE : Applications must be submitted on form Z83 obtained 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. 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 license
(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 90 days of the
closing date should consider their application unsuccessful.

CLOSING DATE : 06 September 2019 at 14:00
POST 30/60 : PUBLIC RELATIONS & COMMUNICATIONS OFFICER REF NO: WCTVETC 43/19
(Permanent)
West Coast College TVET

SALARY : R257 508 per annum (Level 07) plus benefits as applicable in the Public Service

CENTRE : Central Office (Malmesbury)

REQUIREMENTS : An appropriate M +3 National Diploma/Bachelor’s Degree in Public Relations/ Journalism/ Communication Science/ Marketing; A minimum of 3 years working experience in field of communication; a valid driver’s licence. Applicant must possess the following skills: report writing; verbal and written communication; client orientation and customer focus; networking and relationship building; ethical behaviour; honesty and integrity; ability to work effectively under pressure; ability to maintain high level of confidentiality of information and respect copyrights/aversion to plagiarism. Must be prepared to work, if the need arise, at any of the college campuses; Must be prepared to take and implement instructions delegated by supervisors/managers. Must be willing to travel.

DUTIES : Arrange and provide support to outreach internal programmes of the College; Write articles for the internal newsletter and website; Market the College services and maintain positive relations of the College with its stakeholders including the media; Manage all the marketing and promotional material of the College; Package and disseminate information for the exhibition and road shows; Promote a positive image of the College; develop effective information, education and communication material; Support communication activities and events of internal and external project partners; Ensure the dissemination of electronic and hard copy materials to relevant stakeholders; Ensure document management support and storage of communication materials and equipment.

ENQUIRIES : Ms A. Arosi / Ms A Fortuin Tel No: (022) 482 11 43

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

NOTE : Applications must be submitted on Z83 form (Fully completed) 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 (ID) document not older than three months, including drivers licence (where it is required). Preference will be given to applicants with a South African ID document. It is the applicant’s responsibility to have any foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to submit the Evaluation Certificate from SAQA with the application. 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.

CLOSING DATE : 06 September 2019, 14h00
POST 30/61 : IT TECHNICIAN REF NO: WCTVETC 44/19
(Permanent)
West Coast College TVET

SALARY : R257 508 per annum (Level 07) plus benefits as applicable in the Public Service

CENTRE : Vredendal Campus

REQUIREMENTS : Standard 10/ Grade 12, An appropriate three year diploma OR an equivalent three year qualifications, or recognized equivalent (National or International), A+ 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), MCSE or recognized equivalent National or International), 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.

ENQUIRES : Ms A. Arosi / Ms A Fortuin Tel No: (022) 482 11 43

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

NOTE : Applications must be submitted on Z83 form (Fully completed) 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 (ID) document not older than three months, including drivers licence (where it is required). Preference will be given to applicants with a South African ID document. It is the applicant’s responsibility to have any foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to submit the Evaluation Certificate from SAQA with the application. 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.

CLOSING DATE : 06 September 2019, 14h00
POST 30/62 : PROCUREMENT CLERK REF NO. WCTVETC 49/19
(Permanent)
West Coast College TVET

SALARY : R173 703 per annum (Level 05) plus benefits as applicable in the Public Service
CENTRE : Central Office (Malmesbury)
REQUIREMENTS : Grade 12 with accounting as a subject or NCV level 4 / N6 Certificate, plus a 3 year diploma in relevant Field; Valid code 8 driver’s license; 3 Years procurement experience; 2/3 years administration experience; Experience in computerized procurement systems; Experience in dealing with high volumes of work and fast moving commodities.
DUTIES : Review requests received for service/goods on the College’s system; Contact suppliers for quotations as per guidelines set out in the College SCM policy; Add quotations to electronic request on the College’s system; Present completed request and relevant paperwork to the Procurement Officer and or Finance Manager for approval; Process request to an "Order Status" and place order with supplier; Follow up on delivery of these items with supplier and with staff; Match orders with invoices from suppliers; Identify and resolve any discrepancies and forward to creditors department for payment; Compile bi-monthly progress report and assist with resolving of commitment report.

ENQUIRES : Ms A. Arosi / Ms A Fortuin Tel No: (022) 482 1143
APPLICATIONS : Direct your applications quoting the relevant reference number to: The HR Officer, West Coast College TVET, P.O. Box 935, Malmesbury, 7300 or hand delivers at 2 Loedolf Street, Malmesbury, Central Office, 7300

NOTE : Applications must be submitted on Z83 form (Fully completed) 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 (ID) document not older than three months, including drivers licence (where it is required). Preference will be given to applicants with a South African ID document. It is the applicant’s responsibility to have any foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to submit the Evaluation Certificate from SAQA with the application. 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.

CLOSING DATE : 06 September 2019 at 14h00

POST 30/63 : REGISTRY CLERK: HRA REF NO: 2019/011
Ingwe TVET College

SALARY : R173 703 per annum (Level 05)
CENTRE : Administration Office: HRM/A
REQUIREMENTS : Senior Certificate or grade 12. N6/National Diploma in Human Resource Management. Two years relevant proven experience in Human Resources unit. Proven interpersonal skills and good verbal and written communication in English. Proven office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette, minute taking, filing and recordkeeping. Proven computer
literacy in MSWord, MS Excel and MS Power Point. Advantageous: Driver’s license, personal certificate.

**DUTIES**
- Leave Administration, service benefits allowances; transfers, overtime payments correspond, Ensure proper record keeping of leave, appointments, transfers, terminations of service records. Attend to queries presented to HR carry out lawful instructions and daily tasks allocated by supervisor.

**ENQUIRIES**
- Miss NA Damoyi Tel No: (039) 9402142

**APPLICATIONS**
- Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090

**NOTE**
- Applications must be submitted on form Z83 obtained 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. 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 license (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 representation 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 90 days of the closing date should consider their application unsuccessful.

**CLOSING DATE**
- 06 September 2019 at 14:00

**POST 30/64**
- **EXAMINATIONS CLERK REF NO: 2019/012**
  Ingwe TVET College

**SALARY**
- R173 703 per annum (Level 05)

**CENTRE**
- Ingwe TVET College: Ngqungqushe Campus

**REQUIREMENTS**
- Matric/grade 12; NCV Level 4 Office Administration/Senior Certificate or equivalent qualification. N6 certificate or National Diploma in. Proven interpersonal skills and good verbal and written communication in English. Proven office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette, minute taking, filing and recordkeeping. Proven computer literacy in MSWord, MS Excel and MS Power Point.

**DUTIES**
- Capturing of supplementary L2 and L3 examination marks, verification of captured supplementary marks, completing of supplementary mark sheets, verification of markers reports and moderators reports and submitting to admin centre. Calculating and computing trimester 1 class marks, issuing of term mark sheets to lecturers for completing and submitting back, verification of captured marks by lecturers. Issuing of exam permits to students, preparing of examination centre for trimester 1 examinations for the centre to be conducive enough. Issuing of exam permits, preparing exam venues for them to be conducive enough. Issuing of subject statements to students, issuing of certificates.
for must be indicated on your Z83. 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 license (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 filing 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 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 06 September 2019 at 14:00

POST 30/65 : FACILITIES AND ASSETS ADMINISTRATOR REF NO: MTVET 09/2019
(Two Year Contract)
Mnambithi TVET College

SALARY : R173 073 per annum (Level 05)
CENTRE : Central Office
REQUIREMENTS : A grade 12/ NCV L4 or equivalent qualifications, Office Administration or equivalent, Drivers Licence, Computer Literacy.
DUTIES : Provide oversight of General Admin staff, Assist in managing facilities finances, purchasing order, and driving budget and performance goals, Oversees administration for the facility’s daily business operations, planning schedules and delegating activities, Ensure and/or conduct personnel training on standard operating procedures and quality assurance, Monitor facility safety, cleanliness, and maintenance, including inventory management and/or equipment repair, Assist in close cooperation with Finance, the acquisition and disposal of equipment, software and licenses to comply with internal policies and procedures, Support Finance and the Asset Administrator for performing the periodic physical inspection and verification of fixed assets, conditional assessment, reviewing the results, conducting necessary follow up and updating Fixed Asset Registers, Assist and support in impairment review assessment, Assist in the maintenance of the fixed assets master data in the applicable database in Excel.
ENQUIRIES : HR Section Tel No: (036)6310360
APPLICATIONS : Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.
FOR ATTENTION : HR Unit
NOTE : To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your 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 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE : 06 September 2019
POST 30/66: FINANCE ADMINISTRATION CLERK (BANK RECONCILIATION) REF NO: MTVET 15/2019
(Permanent Post)
Mnambithi TVET College

SALARY: R173 703 per annum (Level 05) plus benefits applicable in the Public Service.
CENTRE: Central Office
REQUIREMENTS:
Grade 12/Senior Certificate/NCV) Level 4 or equivalent qualifications with Accounting as a passed subject. A post Matric Qualification in the relevant field will be an added advantage. At least one (1) year work experience (Internship experience also considered) in the finance work environment. Knowledge of COLTECH will be an added advantage. Understanding of PFMA and Treasury; Computer skills, Good telephone etiquette, Good people skills, Ability to act with tact and discretion, Self-management and motivation; and Ability to work independently; under pressure and with problem solving skills.

DUTIES:
Render Financial Accounting transactions which include receiving invoices, checking invoices for correctness, verification and approval (internal control), progressing invoices (e.g. capture payments) on COLTECH, Capturing receipts and payments on COLTECH, filling of all documents, Preparing and capturing petty cash transactions on COLTECH, Reconciliation of general ledger accounts, checking the bank statement on a daily basis, Performing salary administration support services by receiving advances, Processing advices (e.g. check advices for all correctness) Capturing salaries, bonuses, salary adjustments and capturing all deductions act, and filling all documents; and Rendering a budget support services.

ENQUIRIES:
HR Section Tel No: (036) 6310360
APPLICATIONS:
Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

FOR ATTENTION:
HR Unit
NOTE:
To apply, please forward certified copies of qualifications, ID copy, driver's licence (added advantage), your 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 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE:
06 September 2019

POST 30/67: FINANCE ADMINISTRATION CLERK: PAYROLL REF NO: MTVET 27/2019
(Permanent Post)
Mnambithi TVET College

SALARY: R173 703 per annum (Level 05) plus benefits applicable in the Public Service
CENTRE: Central Office
REQUIREMENTS:
Grade 12/Senior Certificate/NCV) Level 4 or equivalent qualifications with Accounting as a passed subject. A post Matric Qualification in the relevant field will be an added advantage. At least one (1) year work experience (Internship experience also considered) in the finance work environment. Knowledge of COLTECH will be an added advantage. Understanding of PFMA and Treasury Regulations. Computer skills, good telephone etiquette, good people skills, ability to act with tact and discretion and problem solving skills, Ability to work independently and under pressure and with problem solving skills. Key Responsibilities: Process monthly payroll on VIP System. Ensure that salary verifications are sent to various campuses before payroll processing date. Capture and terminate staff on VIP Payroll system. Monthly update of Medical Aid, Provident Fund, housing allowance and union contributions for staff. Ensure submission of provisional and annual tax reconciliations and prepare payments of all third parties. Capture and reconcile salary accounts on monthly basis. Ensure that payroll reconciliation is balancing monthly. Arrange travelling bookings for staff. Prepare and capture monthly salary journals to respective general ledger accounts on
Coltech. Prepare corrective journals for capturing on Coltech. Handling finance related queries following finance policies and procedures. Perform any other finance related duties as and when necessary.

ENQUIRIES
HR Section Tel No: (036)6310360

APPLICATIONS
Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

FOR ATTENTION
HR Unit

NOTE
To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your 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 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE
06 September 2019

POST 30/68
RESIDENCE ASSISTANT SUPERVISOR REF NO. WCTVETC 50/19
(Permanent)
West Coast College TVET

SALARY
R145 281 per annum (Level 04) plus benefits as applicable in the Public Service

CENTRE
Citrusdal Campus

REQUIREMENTS
Grade 12 or NCV 2 Certificate or relevant supervisory qualifications; Supervisory experience; Drivers licence; Sober habits; Minimum of one year experience in a similar cleaning environment advantageous; Ability to work with students, lecturer’s and public competencies: Excellent interpersonal and communication skills; Ability to work effectively under pressure and without immediate supervision; Willingness to work after hours when required; Ability to work co-operatively with the public, students and staff; Must be prepared to take and implement instructions delegated by supervisors/managers.

DUTIES
Prepared to work shifts; Assist with room division and allocation; Assist with housekeeping and cleaning; Assist with food services including food purchasing, record keeping, planning, cooking and serving; Assist with safekeeping of college property and provide general maintenance in and around the residence.

ENQUIRES
Ms A. Arosi / Ms A Fortuin Tel No: (022) 482 11 43

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

NOTE
Applications must be submitted on Z83 form (Fully completed) 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 (ID) document not older than three months, including drivers licence (where it is required). Preference will be given to applicants with a South African ID document. It is the applicant’s responsibility to have any foreign qualifications evaluated by the South African Qualification Authority (SAQA) and to submit the Evaluation Certificate from SAQA with the application. 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.

**CLOSING DATE**: 06 September 2019 at 14h00

**POST 30/69**: HANDYMAN (X3 POSTS)  
(Permanent Post)

**SALARY**: R122 595 per annum (Level 03) plus benefits applicable in the Public Service.

**CENTRE**:  
Estcourt Campus Ref No: MTVET 16/2019  
Ladysmith Campus Ref No: MTVET 17/2019  
Ezakheni Campus Ref No: MTVET 18/2019

**REQUIREMENTS**:  
Completed Grade 8 or ABET Certificate; Previous work experience as an assistant plumber; electrician and/or carpenter is essential, Knowledge of basic health and safety ; Willingness to assist the College to other Campuses when required; Conduct regular building inspections; Attend to minor electrical, plumbing and carpentry problems; Repair broken furniture and equipment; Report defects, Safekeeping of maintenance tools and supplies ; Report broken machines and equipment; and Assist with other duties as and when required.

**DUTIES**:  
Conduct regular inspections; Attend to minor electrical; plumbing and carpentry problems, Repair broken furniture and equipment; Report defects, Safekeeping of maintenance tools and supplies, Repots broken machines and equipment and Assist with other duties as and when required.

**ENQUIRIES**

**APPLICATIONS**: Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to the Central Office, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

**FOR ATTENTION**: HR Unit

**NOTE**: To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your 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 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

**CLOSING DATE**: 06 September 2019

**POST 30/70**: CLEANER: CORPORATE SERVICES REF NO: 2019/013 (X2 POSTS)  
One year fixed Contract

**SALARY**: R102 – R120 780 (Level 02)

**CENTRE**: Ingwe TVET College, Mount Frere Campus (Satellites)

**REQUIREMENTS**:  
ABET qualification or STD 6 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to communicate in Xhosa and manage time effectively. Be flexible to changing demands of the post. Basic literacy and numeracy skills to read operating instructions and notices.

**DUTIES**:  
Ensure the cleaning of allocated premises. Ensure that a high level of cleanliness throughout the campus. Ensure cleaning of classrooms, offices and surroundings as allocated. Provide messenger duties including going to the post office. Assist visitors by showing them the direction as form of courtesy. Render maintenance work when needed.

**ENQUIRIES**

**APPLICATIONS**: Mnambithi TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090
### NOTE

Applications must be submitted on form Z83 obtained 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. 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 license (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 90 days of the closing date should consider their application unsuccessful.

### CLOSING DATE

06 September 2019 at 14:00

### POST 30/71

**CLEANER: CORPORATE SERVICES REF NO: 2019/014 (X1 POST)**

**Ingwe TVET College**

**SALARY**

R102 534 – R120 780 (Level 02)

**CENTRE**

Ingwe TVET College, Maluti Campus

**REQUIREMENTS**

ABET qualification or STD 6 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to communicate in Xhosa and manage time effectively. Be flexible to changing demands of the post. Basic literacy and numeracy skills to read operating instructions and notices.

**DUTIES**

Ensure the cleaning of allocated premises. Ensure that a high level of cleanliness throughout the campus. Ensure cleaning of classrooms, offices and surroundings as allocated. Provide messenger duties including going to the post office. Assist visitors by showing them the direction as form of courtesy. Render maintenance work when needed.

**ENQUIRIES**

Miss NA Damoyi Tel No: (039) 940 2142

**APPLICATIONS**

Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090

**NOTE**

Applications must be submitted on form Z83 obtained 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. 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 license (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.
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 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 06 September 2019 at 14:00

POST 30/72 : GROUNDSMAN: CORPORATE SERVICES REF NO: 2019/015
Ingwe TVET College

SALARY : R102 534 – R120 780 (Level 02)
CENTRE : Ingwe TVET College, Maluti Campus
REQUIREMENTS : ABET qualification or STD 6 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to operate electrical equipment e.g. Lawnmowers. Basic literacy and numeracy skills to read operating instructions and notices.

DUTIES : Ensure the cleaning of classrooms and surroundings, carry out numerous gardening duties and requiring a minimum amount of supervision, soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting. Empty litter bins and dumping. Ensure all equipment, machinery and buildings are secure, keep tool shed/mess room clean and tidy.

ENQUIRIES : Miss NA Damoyi Tel No: (039) 940 2142
APPLICATIONS : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090

NOTE : Applications must be submitted on form Z83 obtained 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. 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 license (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 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 06 September 2019 at 14:00

POST 30/73 : GROUNDSMAN: CORPORATE SERVICES REF NO: 2019/016
Ingwe TVET College

SALARY : R102 534 – R120 780 (Level 02)
CENTRE : Ingwe TVET College, Administration Centre
REQUIREMENTS : ABET qualification or STD 6 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to operate electrical equipment e.g. Lawnmowers. Basic literacy and numeracy skills to read operating instructions and notices.

DUTIES : Ensure the cleaning of classrooms and surroundings, carry out numerous gardening duties and requiring a minimum amount of supervision, soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting. Empty litter bins and dumping. Ensure
all equipment, machinery and buildings are secure, keep tool shed/mess room clean and tidy.

ENQUIRIES : Miss NA Damoyi Tel No: (039) 940 2142
APPLICATIONS : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be hand-delivered to the Central Office, Badibanise A/A, Mount Frere 5090

NOTE : Applications must be submitted on form Z83 obtained 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. 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 license (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 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 06 September 2019 at 14:00

POST 30/74 : GENERAL WORKER (X4 POSTS)
(Permanent Post)

SALARY : R102 534 per annum (Level 02) plus benefits applicable in the Public Service.
CENTRE : Ezakheni A Campus Ref No: MTVET 13/2019 (X2 Posts)

REQUIREMENTS : Grade 8 or ABET Certificate, Knowledge of handling chemicals for cleaning, Good networking, communication, writing, presentation and negotiation skills, Willingness to assist the College to other Campuses if it is required.

DUTIES : Cleaning buildings and maintaining grounds, provide proper maintenance of sidewalks, driveways, parking lots and other grounds features, Cleaning offices corridors and boardrooms, cleaning of restrooms, Report broken cleaning machines and equipment, Request cleaning materials, other general cleaning of offices.

ENQUIRIES : HR Section Tel No: (036)6310360
APPLICATIONS : Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370.Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

FOR ATTENTION : HR Unit
NOTE : To apply, please forward certified copies of qualifications, ID copy, driver’s licence (added advantage), your 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 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

CLOSING DATE : 06 September 2019
POST 30/75 : **GROUNDSMAN (X2 POSTS)**  
(Permanent Post)

**SALARY** : R102 534 per annum (Level 02) plus benefits applicable in the Public Service.

**CENTRE** :
- Estcourt Campus Ref No: MTVET 19/2019
- Ladysmith Campus Ref No: MTVET 20/2019
- Ezakheni A Campus Ref No: MTVET 21

**REQUIREMENTS** : Completed Grade 8 or ABET Certificate; Previous work experience as an assistant to a plumber, electrician and/or carpenter is essential; Knowledge of basic health and safety requirements; Willingness to assist the College to other Campuses when required.

**DUTIES** : Maintain premises and surroundings, Clean premises and surroundings; Empty dirt bins, Maintain the garden; Watering the garden; Prune and trim flowers and trees; Mow the grass, Remove weeds and garden refuse, Apply insecticides; cultivate the soil for trees and flowers, Maintain gardening equipment and tools, Defect and report malfunctioning of gardening equipment and tools; Repair minor defects of gardening equipment and tools, Assist with other duties as and when required.

**ENQUIRIES** : HR Section Tel No: (036)6310360

**APPLICATIONS** : Mnambithi TVET College, Private Bag X9903, Ladysmith, 3370. Applications can be hand delivered to Central Office number, 77 Murchison Street, Ladysmith. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET.

**FOR ATTENTION** : HR Unit

**NOTE** : To apply, please forward certified copies of qualifications, ID copy, driver's licence (added advantage), your 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 and on the envelope and address it for the Correspondence will be limited to shortlisted candidates. Should the candidates not be notified of the outcome of their application within 3 month after the closing date, they should regard their application as unsuccessful. The College reserves the right not to fill post. Mnambithi MTVET College is an equal opportunity affirmative action employer. Disabled applicants are encouraged to apply for the positions.

**CLOSING DATE** : 06 September 2019