DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(CENTRAL JOHANNESBURG TVET COLLEGE)

Central Johannesburg TVET College invites suitably qualified candidates to apply for the following permanent positions.

APPLICATIONS: All applications must be addressed to The Office of the Administrator and posted to Central Johannesburg TVET College (Central Admin Office), Private Bag 70500, Houghton, 2041 or hand delivered to 5 Ubla Avenue, off Princess of Wales Terrace, Parktown, Johannesburg

CLOSING DATE: 01 November 2019

NOTE: Applications must be submitted on form Z83 (obtainable from any Public Service department or on the Internet at www.gov.za/documents) 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 Z.83. A recent, comprehensive CV, specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID, not older than three months must be attached. A certified copy of driver’s license, if applicable, must be attached. It is the applicant’s responsibility to have all foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and the evaluation must be attached. General Information: Short-listed candidates must be available for interviews at a date and time determined by Central Johannesburg TVET College. Successful candidates may be subjected to competency assessments and must obtain a positive security clearance. Applications received after the closing date as well as those who do not comply with the requirements will not be taken into consideration. If you have not received a response from this institution within three months of the closing date, please consider your application unsuccessful.

OTHER POSTS

POST 37/15: ASSISTANT DIRECTOR LABOUR RELATIONS
REFERENCE NO: CJC/AD/19/06

SALARY: R376 596 per annum (Level 09)

CENTRE: Central Office

REQUIREMENTS: Relevant and recognised diploma/degree with majors in Industrial Relations/Labour Law or equivalent and at least 3 years of experience in a supervisory/junior management position within a Labour Relations portfolio within public or private entities. Sound knowledge of labour legislation and prescripts within the TVET or Public sector domain. Demonstrable experience in project management, collective bargaining and LR processes. Sound conflict-handling and communication skills. Excellent organisational and interpersonal skills. Must be computer literate (MS Word, MS Excel, MS PowerPoint and Outlook). Excellent communicator, both written and verbal. Strategic thinking and meticulous record keeping. Valid driver’s license.

DUTIES: The incumbent will investigate issues regarding misconduct, incapacity and grievances in the TVET Colleges sector. Conduct preliminary investigation to establish the need for formal disciplinary procedures. Handle all Labour Relations, internal and external Legal matters (CCMA/Bargaining Council). Provide guidance and build organisational capacity relating to labour relations policies and practices. Assist in conducting disciplinary, misconduct and grievances matters in accordance with Public Service prescripts, relevant legislation, collective agreements and departmental policy. Management of strikes. Accurately update the case management system and keep meticulous case records. Competently represent the college at the external dispute resolution forums. Compile reports as required.
ENQUIRIES: Sarah Matela or Olga Mabasa at Tel No: (011)-351 6000 or (010) 0451 061

POST 37/16: SENIOR MARKETING OFFICER REF NO: CJC/MO/19/07

SALARY: R316 791 per annum (Level 08)
CENTRE: Central Office
REQUIREMENTS: Relevant BCom degree in Marketing, IMM or National Diploma in Communication and Marketing. At least 5 years’ experience in the marketing field. Excellent interpersonal, communication and presentation skills. Proven skills in use of social media and the development of website for a large organization. Self-motivated, with the ability to work under pressure. Valid driver’s license. Excellent writing and communication skills. Fully computer literate, including advanced MS Word, Excel and PowerPoint. Ability to interact and liaise with a diverse range of audience.

DUTIES: Develop the marketing strategy. Acquire an excellent knowledge of the college products (programme offerings). Create and develop innovative ways to communicate the College message to existing stakeholders. Promote product awareness; customize marketing initiatives to campus offerings, and assist campuses to meet enrolment targets. Plan, manage and market events and evaluate their success. Develop and implement internal marketing programmes; celebrate commemoration days and organise the college graduation. Develop and deliver marketing and communication strategies for the College. Manage the production of college marketing material (brochures, posters, flyers, etc.). Liaise with the relevant academic staff including Campus Managers. Prepare for National exhibition and Learner Recruitment visits. Coordinate the College’s exhibition both nationally and locally. Manage college advertising and promote the College at events – assist and coordinate open days. Launch and manage the college newsletter.

ENQUIRIES: Sarah Matela or Olga Mabasa at Tel No: (011)-351 6000 or (010) 0451 061

POST 37/17: SENIOR ADMINISTRATION OFFICER: ASSET ADMINISTRATION REF NO: CJC/SAO/19/08

SALARY: R316 791 per annum (Level 08)
CENTRE: Central Office
REQUIREMENTS: Appropriate recognised national 3 year diploma or degree in the field of Financial Management with at least two financial majors. A minimum of 5 years’ experience in asset management. Excellent organisational skills. Meticulous Record Keeping. Good reporting and Presentation skills. Fully computer literate (Word, Excel, PowerPoint, Outlook).

DUTIES: Generate invoices correctly and accurately. Follow on outstanding payments from customers and students. Captures deposits made by students for the payment of fees on ITS accurately. Capture deposits made by bursary funders for the payment of fees on ITS accurately. Perform general administration duties. Communicate and liaise with Campuses, students and customers with regard invoices and respond timeously to queries. Provide statement of student accounts on request. Assist in providing information to timeously address queries raised by the debt collectors. Work as a team member within the department and under pressure (time limitations). Process debit and credit notes. Prepare reconciliations in relation to the debtors of the College Credit and reconcile student accounts and any other duties that may be assigned to you by your supervisor/manager.

ENQUIRIES: Sarah Matela or Olga Mabasa at Tel No: (011)-351 6000 or (010) 0451 061

POST 37/18: ADMINISTRATION OFFICER: FINANCIAL AID REF NO: CJC/AO/19/10

SALARY: R257 508 per annum (Level 07)
CENTRE: Central Office – Financial Aid

REQUIREMENTS: Grade 12 certificate. Appropriate, recognised three year National Diploma or Degree in a finance/accounting field. Two years of experience of supervision within Student Financial Aid. Sound knowledge of the ITS system. The understanding, interpreting and correct application of financial policy and prescripts is essential. Must be a computer literate (MS Word, Excel and PowerPoint).

DUTIES: Manage day to day functionality of Student Financial Aid. Liaise with students and parents. Ensure that all applications received are captured on the NSFAS System and are recorded on the control list. Liaise with Campus Coordinators to determine the allowance of students. Ensure that there is a proper record management of all claims and payment received. Liaise with Student representative on NSFAS and other bursary related matters. Manage Financial Aid Clerks Create an awareness on compliance with policies and procedures about NSFAS and other bursaries that falls under NSFAS. Enforce Student Financial Aid policies and procedures. Ensure compliance with policies and guidelines of DHET and NSFAS. Management of staff and delegation of duties to staff. Ensure that all payments received are allocated to students’ accounts. Monthly recons on payments received vs claims and allocation on the students’ accounts. Follow up with NSFAS and other funders on outstanding payments. Provide weekly updates on NSFAS and other bursaries to the Assistant Director. Provide information to internal and external auditors when required. Provide information to funders whenever it is requested. Build and maintain a good relationship with internal and external stakeholders.

ENQUIRIES: Sarah Matela or Olga Mabasa at Tel No: (011)351 6000 or (010) 0451 061

POST 37/19: INFORMATION TECHNOLOGY TECHNICIAN REF NO: CJC/IT/19/11 (X3 POSTS)

SALARY: R257 508 per annum (Level 07)

CENTRE: Central Office

REQUIREMENTS: A National Senior Certificate/Grade 12/ NCV Level 4 A recognised National Diploma qualification (NQF Level 6) in Information Technology or equivalent qualification. At least three years’ work experience in the IT Field as an IT Technician. The industry recognised certifications such as MCSE/MCITP, A+, N+ Security +, ITIL will be an added advantages. Good communication, problem solving, ICT infrastructure support and Customer relationship skills. Experience in Network Administration.

DUTIES: To provide Local Area Network and Desktop support services: Creating user account on desktop and laptop (mailbox and windows) Unlocking of passwords Setting up desktop, printers and data projectors Configuring mainframe applications Provide support of data migration during computer setup Provide telephonic support Troubleshooting of all issues reported Gather and analyses users’ issues in ICT and provide solutions.

ENQUIRIES: Sarah Matela or Olga Mabasa at Tel No: (011)-351 6000 or (010) 0451 061

POST 37/20: SENIOR ADMIN CLERK: FINANCIAL ADMINISTRATION REF NO: CJC/SAC/19/12

SALARY: R173 703 per annum (Level 05)

CENTRE: Central Office

REQUIREMENTS: Grade 12 certificate with a minimum of two (2) years of relevant experience. Three year National Diploma or Degree in a finance/accounting field is strongly recommended the understanding, interpreting and correct application of financial policy and prescripts is essential. Must be a computer literate (MS Word, Excel and PowerPoint).

DUTIES: Administer NSFAS bursaries and other bursaries within Student Financial Aid. Enforce Student Financial Aid policies and procedures. Ensure
compliance of policy and guidelines on DHET, NSFAS and other bursaries within Student Financial Aid. Liaise with students and parents at all levels. Liaise with Campus Coordinators to determine the allowance of students. Liaise with Student Representatives on NSFAS and other bursaries related matters. Compile a list of all applications received. Capture NSFAS applications on NSFAS System. File all applications received. Allocate funds to students. Timeously prepare payments for Finance on every payment received from NSFAS and other donor. Reconcile all payments received from NSFAS and other donors. Liaise with internal and external stakeholders. Providing information to internal and external auditors when required. Provide weekly reports updates and reports on NSFAS and donors. Assist the Financial Aid Officer and Assistant Director with weekly reports.

ENQUIRIES : Sarah Matela or Olga Mabasa at Tel No: (011) 351 6000 or (010) 0451 061

POST 37/21 : SENIOR ADMIN CLERK: SUPPLY CHAIN ADMINISTRATION REF NO: CJC/SAC/19/13

SALARY : R173 703 per annum (Level 05)
CENTRE : Central Office
REQUIREMENTS : Grade 12 certificate with at least two (2) years of relevant work experience in SCM A Recognised National Diploma/Degree in Supply Chain Management/Purchasing Management or equivalent, with a minimum of two (2) years of relevant experience The understanding, interpreting and correct application of SCM policy and prescripts is essential Knowledge of public sector policies and practices Customer care Ability to work under pressure and deliver to tight deadlines Must be a computer literate (MS Word, Excel and PowerPoint)

DUTIES : Facilitate bid specification and bid evaluation committee Fulfil the function of secretariat to the mentioned committees. Administer bid invitations, closing and scheduling of proposals. Facilitate briefing sessions and presentation by prospective bidders. Handle queries from prospective bidders and internal clients Publication of awards. Provide administrative support to end users and bid structures. Maintain a filing system in respect of bids and contracts maintain a contract register and bid register Administer validity of bids Supervise staff

ENQUIRIES : Sarah Matela or Olga Mabasa at Tel No: (011)-351 6000 or (010) 0451 061

POST 37/22 : SENIOR ADMIN CLERK: HR ADMINISTRATION REF NO: CJC/SAC/19/14

SALARY : R173 703 per annum (Level 05)
CENTRE : Central Office
REQUIREMENTS : A National Senior Certificate/Grade 12/NCV Level 4 A recognised National Diploma in Human Resource Management or equivalent qualification will be an added advantage. A minimum of two years of relevant working experience in recruitment and selection, preferably in TVET, is required. Experience in the administration of leave HR Administration in areas of performance management, part-time/overtime claims and general registry HR Services PERSAL knowledge and experience is an added advantage. Good communication, organisational and interpersonal skills. Fully computer literate (MS Word, Outlook, Excel, and PowerPoint) Knowledge of relevant TVET sector prescripts related to HR Administration.

DUTIES : Administer Recruitment and Selection Processes within the HR Department, including the preparation of contracts. Administer terminations and exit of staff. Ensure validation of qualifications Assist in administering the PMDS and IQMS (performance management). Administer staff remuneration (incl part time and overtime) and benefits, address salary discrepancies and ensure that personnel files are properly
updated and secured. Coordinate and reconcile college leave. Capture relevant information on and draw reports from PERSAL.

ENQUIRIES : Sarah Matela or Olga Mabasa at Tel No: (011)-351 6000 or (010) 0451 061

POST 37/23 : SENIOR ADMIN CLERK: HR REGISTRY REF NO: CJC/SAC/19/15

SALARY : R173 703 per annum (Level 05)

CENTRE : Central Office

REQUIREMENTS : Minimum requirement: Grade 12 certificate with two (2) years relevant experience. A three year recognised Diploma or Degree in a relevant field would be an advantage. Six years of experience in the registry field with demonstrable experience in managing manual and electronic files in a large organisation, is a strong recommendation. Good skills in Problem solving, Planning and Organising and Communication (Verbal and written). Must be a highly organised, meticulous record keeper. Computer literate (MS Word, Spread Sheet and PowerPoint). Thorough knowledge and understanding of Filing systems, archiving, mail management and the protection of information. Computerised record keeping and administration.

DUTIES : Render an effective filing and record management service. Open and close files according to a record classification system. Filling/storage, tracing (electronically/manual) and retrieval of documents and employee personal files. Manage the document storage in the registry in accordance with a recognised system and document management system. Operate office machines in relation to the registry functions. Manage college mail. Process documents for archiving and/or disposal. Perform HR Administration, including data capture, reporting, and electronic queries. Electronic routing of documents. Provide registry services. Attend to clients. Handle telephone and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence. Receive all mail, sort, register and despatch mail. Distribute notices on registry issues.

ENQUIRIES : Sarah Matela or Olga Mabasa at Tel No: (011) 351 6000 or (010) 0451 061