ANNEXURE F

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(THEKWINI TVET COLLEGE AND SOUTH CAPE TVET COLLEGE)

OTHER POSTS

POST 39/10: ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION REF NO: PS01/2019
(Persal appointment)

SALARY: R376 596 – R443 601 per annum (Level 09)
CENTRE: Central Office - George

DUTIES: Implement the HR Plan. Facilitate Labour Relations Function. Develop policies, guidelines 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 and assign work to staff. Oversees the Human resources development, employment equity, staff performance management, and employee assistance and wellness functions. Personal attributes: Good communicator. Results-driven. Analytical. Loyal. Client orientated. NB: An academic record must be attached with your application for this position

ENQUIRIES: Mr. ME Gcuwa Tel No: (044) 884 0359
APPLICATIONS: Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, Private Bag X10400 or be hand delivered at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.

FOR ATTENTION: Mr. M.E Gcuwa
NOTE: 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 drivers licence. 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. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No emailed/faxed applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that...
your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts: Support Positions

**CLOSING DATE:** 15 November 2019 at 16:00

**POST 39/11:** INFORMATION TECHNOLOGY TECHNICIAN CENTRAL OFFICE REF NO: CO 01/10/2019 (X2 POSTS)

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

**CENTRE:** Thekwini TVET College (Central Office)

**REQUIREMENTS:**
- Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) in Information Technology (IT)/Computer Science or equivalent coupled with CompTIA A+ and Network+. ITIL v3 Foundation, MCSA or MCSE and CCNA will be an added advantage. One to two years’ functional work experience within the IT environment in software and hardware support (windows Microsoft). Knowledge in IT hardware and software, understanding. Understanding of desktop, networking and voice communication infrastructure.
- Knowledge of program installations. Understanding of IT Help Desk operation. Full comprehension of IT first and second line of IT support. Effective customer relation. BAS (Desktop). Persal (Desktop). Coltech (Desktop). Vulindlela. MIS Systems and any related Systems (Desktop). Ability to interpret ICT challenges to the user’s. Ability to interact with the service providers. Good computer skills (including Excel, Word, PowerPoint and Outlook). Good interpersonal skills and communication skills (verbal and written). Time management skills. Client service orientated. Ability to maintain a high level of confidentiality at all times.
- Valid and unendorsed Code EB Drivers’ Licence.

**DUTIES:**
- Assist in management of service desk and desktop support function. Setup user account on desktop and laptop (mailbox and windows). Unlocking of passwords using admin pack. Setting up desktop, printers and data projects. Assist in maintaining a service catalogue and standard operating procedures. Implementation of IT services desk policies. Perform backup’s information and anti-virus support and offsite storage. Perform trouble shooting and diagnosis.
- Support the availability of services, internet services, application services on workstation and availability of connection to transversal mainframe system. Install, maintain, support telephone system and network. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Provide telephonic support. Provide network cabling. Perform PC installation and software installations. Provide technical support for the configuration, installation, repair and replacement of computers, printers and telephones. Configuring mainframe applications (BAS, LOGIS and Persal). Trouble shooting all issues reported. Provide support of data migration during computer setup. Rendering of IT information management services: plan develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data. Gather analyse users issues in ICT and provide solutions. Provide assistance on ICT related project activities.

**ENQUIRIES:** Mr Enock Mahlasela Tel No: (031) 250 8232

**APPLICATIONS:** Deliver or post to Thekwini TVET College, Human Resources Management & Development Department, Central Office, 262 D’Aintree Avenue, Asherville or P/Bag X06, Dormerton, Durban.

**NOTE:** Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at [www.gov.za/document]), which must be completed in full, originally signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full, including sections where the form states that “please ignore if you have attached a CV with these details”. Applications must be accompanied by a covering letter clearly indicating experience in the post applying for, a comprehensive Curriculum Vitae and Certified Copies of Qualifications and Academic Record indicating subject/s relevant to the post applying for, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within three months of the application date. A certified copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications. For foreign applications, certified copies of the Work Permit and Passport must be included. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. NB: All
applications to include all required documentation as listed above. Incomplete applications will not be considered. The employment decision shall be informed by the Employment Equity Plan of the College. The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

CLOSING DATE : 15 November 2019 at 13h30

POST 39/12 : RECEPTIONIST (X3 POSTS)
(Contract – 12 Months)

SALARY : R173 703 per annum (Level 05)
CENTRE : Thekwini TVET College
Central Office Ref No: REC 01/10/2019
Cato Manor Ref No: REC 02/10/2019
Asherville Ref No: REC 03/10/2019

REQUIREMENTS : Matric certificate or equivalent. Recognised tertiary qualification in Public Relations/ Public Administration/Organization Management/Office Administration (REQV 13). Basic computer skills, specifically MS Word and MS Excel. Telephone etiquette. Excellent communication skills (written & verbal) and ability to communicate at all levels in the organization. Ability to build positive relationships with high level of interpersonal skills. Excellent talent to interact with people in a positive and courteous manner. Multi-tasking capability without compromising on quality. Dependable and punctual. Three (3) years’ front office experience is recommended. Ability to communicate in English and isiZulu is recommended.

DUTIES : Answer incoming telephone calls, determine the purpose of callers, and forward calls to appropriate personnel and departments. Greet visitors/guests (internal & external) professionally, and determine their nature and purpose of visit. Direct visitors/guests (internal & external) to appropriate destination. Monitor visitors’ access. Collect, sort, distribute correspondence, messages and courier deliveries. Schedule appointments, maintaining and updating calendars. Create memos, reports and other documents as and when requested. Take and resolve complaints from clients. Handling enquires, dissemination of College information to callers and visitors.

ENQUIRIES : Mr Enock Mahlasela, Tel No: (031) 250 8232
APPLICATIONS : Deliver or post to Thekwini TVET College, Human Resources Management & Development Department, Central Office, 262 D’Aintree Avenue, Asherville or P/Bag X06, Dormerton, Durban.

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