OTHER POSTS

POST 01/06 : SENIOR IT TECHNICIAN REF NO: UTVET/SNR/IT/2019

SALARY : R316 791 per annum (Level 8) plus benefits
CENTRE : Pietermaritzburg
REQUIREMENTS : A recognised Information Technology Diploma or relevant qualification including Comptia A+ N+, Microsoft Certified Systems Engineer (MCSE)/Microsoft Certified Systems Administrator (MCSA) certificate, Cisco Certified Network Associate (CCNA) certificate, Code B driver’s license. 3-5 years’ experience in an IT environment working in a similar position. Added Advantage: Cisco Certified Network Professional (CCNP)

ENQUIRIES : Miss N Jula at Tel No: (033) 816 8619
APPLICATIONS : UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to the Central Office, 47 Prince Alfred Street (Security Office – covered parking), Pietermaritzburg, 3201.

NOTE : Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications and academic records, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments) together with a SAPS 91a fingerprints form available at your nearest police station. Applications must be submitted in envelopes clearly indicating the post being applied for and the Z83 form must quote the relevant reference number. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

CLOSING DATE : 24 January 2020 at 10h00

POST 01/07 : SCHOOL ADMINISTRATOR REF NO: TNC/CO/19-12/1

SALARY : R173 703 per annum (Level 05) plus benefits as applicable in the Public service.
CENTRE : Pretoria
DUTIES : Provide administrative support services. Capture and update data on the ITS system. Generate spreadsheets. Generate and update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and authenticity. Compile routine statistical information/reports. Receive, register and track records/documents. Capture routine transactions on the computer such as the transfer of information from

**ENQUIRIES**
Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.

**APPLICATIONS**
Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

**NOTE**
Applications must be submitted on form Z83 obtained from schools, colleges or 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 licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

**CLOSING DATE**
27 January 2020 at 12:00

**POST 01/08**
**BURSARY ADMINISTRATION CLERK REF NO: TNC/CO/19-12/2**

**SALARY**
R173 703 per annum (Level 05) plus benefits as applicable in the Public Service

**CENTRE**
Pretoria

**REQUIREMENTS**
A Grade 12/NCV Level 4 in Applied Accounting/Management/Financial Management/N6 Financial Management. 1 years working experience within the finance/accounting environment. A Management Assistant/End User Computer qualification would be an added advantage. Sound interpersonal relations. Accuracy. Attention to detail. Flexibility. Teamwork orientation. Aptitude with figures. Computer skills (accounting systems, as well as MS Word, Excel and PowerPoint). The ability to perform routine tasks without supervision. Planning and organizing skills. Good verbal and written communication skills. Basic numeracy skills. Analytical skills. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Ability to demonstrate an understanding of student needs. Sound human relations with clients. Ability to meet set timelines.

**DUTIES**
Render administrative support to the Bursary Office. Issue/receive/administer bursary applications from different schemes (NSFAS/GCRA/SETAs and private bursaries). Issue and receive Sops (forms student use to claim from bursary schemes) from both NC(V) and Nated (Report 191). Evaluation and audit forms one by one, edit identified errors with students and advise students on how to complete forms correctly and attach the relevant required documents. Prepare and capture all forms on a control spreadsheet and sort them accordingly (Record Management). Keep daily register of students collecting and submitting applications, Sops and queries for attention of the campus Bursary Administration Officer and Management. Conduct office satisfaction surveys.

**ENQUIRIES**
Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940

**APPLICATIONS**
Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

**NOTE**
Applications must be submitted on form Z83 obtained from schools, colleges or 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 licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

**CLOSING DATE**: 27 January 2020 at 12:00

**POST 01/09**: **SUPPLY CHAIN CLERK (LOGISTICS) REF NO: TNC/CO/19-12/3**

**SALARY**: R173 703 per annum (Level 05) plus benefits as applicable in the Public Service

**CENTRE**: Pretoria

**REQUIREMENTS**: A Grade 12. A three-year National diploma/Bachelor’s degree in Public Administration/Financial Management/Supply Chain Management or equivalent qualification. Basic knowledge in supply chain management/procurement Computer literate with Excel and Word. Knowledge of Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE) Act. Knowledge of ITS (Integrated Tertiary Software) systems will be an added advantage. Good organisational and administrative skills, excellent analytical skills, verbal and writing skills, with a high degree for confidentiality. Ability to work under pressure, long hours and willingness to travel. A valid driver’s license will be added advantage.

**DUTIES**: Responsible for the expediting, goods and services of the College procurement. Verify orders for goods. Assist with audit queries. Verifying requisitions for payment. Update and ensure the maintenance of the register of suppliers. Ensuring that all documents are filed according to prescribed methods.

**ENQUIRIES**: Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940

**APPLICATIONS**: Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

**NOTE**: Applications must be submitted on form Z83 obtained from schools, colleges or 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 licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

**CLOSING DATE**: 27 January 2020 at 12:00

**POST 01/10**: **SENIOR SUPPLY CHAIN CLERK (ACQUISITION) REF NO: TNC/CO/19-12/4**

**SALARY**: R173 703 per annum (Level 05) plus benefits as applicable in the Public Service

**CENTRE**: Pretoria

**REQUIREMENTS**: A Grade 12. A three-year National diploma/Bachelor’s degree in Public Administration/Financial Management/Supply Chain Management or equivalent
qualification. Basic knowledge in supply chain in supply chain management/procurement
Computer literate with Excel and Word. Knowledge of Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE) Act. Knowledge of ITS (Integrated Tertiary Software) systems will be an added advantage. Understanding and interpretation of applicable system and Central Supplier Database (CSD). Good organisational and administrative skills, excellent analytical skills, verbal and writing skills, with a high degree for confidentiality. Ability to work under pressure, long hours and willingness to travel. A valid driver’s license will be added advantage.

DUTIES

: Responsible for the procurement of all College goods and services. Generate orders for the procurement of goods and services. Receive requests from end users. Maintain goods register. Give feedback on progress to the end user regarding the submitted request for goods and services. Coordinate review and source quotations from service providers in the database according to the threshold values determined by the National Treasury. Provide secretarial support to all bid committees (BSC, BEC and BAC) and ensure minutes are timely distributed. All official communication to Bidders (successful & unsuccessful letters).

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.

APPLICATIONS

: Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

NOTE

: Applications must be submitted on form Z83 obtained from schools, colleges or 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 licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

CLOSING DATE

: 27 January 2020 at 12:00

POST 01/11

: SECRETARY TO THE CAMPUS MANAGER REF NO: TNC/CO/19-12/5

SALARY

: R173 703 per annum (Level 05) plus benefits as applicable in the Public Service

CENTRE

: Pretoria

REQUIREMENTS

: A Grade 12 certificate/NCV level 4 Certificate in Office Administration or Generic Management. A National Diploma (Secretarial/Management Assistant) or equivalent tertiary qualification. Fully conversant in at least two national languages of which English is a requirement. A friendly disposition with outstanding interpersonal, communication and organizational skills. Computer literate and proficient in MS-Office. The candidate should be assertive and able to liaise on all levels.

DUTIES

: To render secretariat support to the Campus Manager. Receive visitors on behalf of the Campus Manager. Receive Telephone calls in addition to the Campus Manager’s calls. Type documents and manage telephone calls, record messages and communicate the messages to the Campus Manager. Manage Campus Managers diary and compile realistic schedule of appointments. Serve as a secretary for meetings by preparing invites, agendas and minutes. Collect, analyses and compile monthly management reports. Develop and implement an efficient filing system, receive record and distribute all in-coming and outgoing document. Ensure effective flow of documents to and from the office of the Campus Manager. Peruse agendas and meeting documents to identify the relevant documents that need the Campus Manager’s Attention. Obtain the necessary signatures on document. Prepare briefing notes for the manager as required.
Coordinates logistical arrangements for the meetings when required. Remain up to date with regard to policies and procedures applicable to her work to retain, ensure efficient and effective support to Campus Manager. Remains abreast with the procedures and processes that apply in the office of the Campus Manager. Making requisitions of Campus Managers office Need.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.

APPLICATIONS : Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

NOTE : Applications must be submitted on form Z83 obtained from schools, colleges or 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 licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

CLOSING DATE : 27 January 2020 at 12:00

POST 01/12 : SENIOR SUPPLY CHAIN CLERK (ACQUISITION) REF NO: TNC/CO/19-12/6
(Fixed Term of 12 Months Contract)

SALARY : R173 703 per annum (Level 05) plus 37% in lieu of benefits

CENTRE : Pretoria

REQUIREMENTS : A Grade 12 certificate/NCV level 4 Certificate in Office Administration or Generic Management. A National Diploma (Secretarial/Management Assistant) or equivalent tertiary qualification. Fully conversant in at least two national languages of which English is a requirement. A friendly disposition with outstanding interpersonal, communication and organizational skills. Computer literate and proficient in MS-Office. The candidate should be assertive and able to liaise on all levels.

DUTIES : Responsible for the procurement of all College goods and services. Generate orders for the procurement of goods and services. Receive requests from end users. Maintain goods register. Give feedback on progress to the end user regarding the submitted request for goods and services. Coordinate review and source quotations from service providers in the database according to the threshold values determined by the National Treasury. Provide secretarial support to all bid committees (BSC, BEC and BAC) and ensure minutes are timely distributed. All official communication to Bidders (successful & unsuccessful letters).

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940

APPLICATIONS : Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

NOTE : Applications must be submitted on form Z83 obtained from schools, colleges or 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 licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African
Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

CLOSING DATE : 27 January 2020 at 12:00

POST 01/13 : CURRICULUM ADMINISTRATOR REF NO: TNC/CO/19-12/7
(Fixed Term of 12 Months Contract)

SALARY : R173 703 per annum (Level 05) plus 37% in lieu of benefits

CENTRE : Pretoria

REQUIREMENTS : A minimum of L4 Office Administration or N6 Management Assistant/Public Management Certificate. One (1) year relevant experience including Internship or Learnership. Special requirements: Knowledge and experience in administrative duties. Knowledge of general office administration and ability to operate and organise office efficiently. Ability to provide excellent customer service. Ability to conceptualise and initiate new innovative approaches to optimise the administrative service provided to the curriculum team. Computer literate. Knowledge of Word, Excel and Power point. Analytical and innovative thinking ability as well as problem solving and interpersonal skills. Organizing, telephone etiquette and typing skills. High level of reliability. Ability to act with tact and discretion. Ability to work under pressure. Knowledge of documentation management. Good filing (electronic and manual) and problem solving skills. Ability to work in a decentralized environment. Presentability and high degree of etiquette. Ability to work within a team. Ability to analyse documents and situations.

DUTIES : Provide administrative support service to the Curriculum Office. Provide logistical support to the Curriculum regarding meetings. Type routine notes, memos, letters, reports and transcript thereof as needed, sending and receiving of emails. Communication Service, receive telephone calls and refer to the relevant role players. Operate office equipment and ensure that they are in a good working order. Register incoming and outgoing correspondence. Manage the safekeeping of documents. Ensure that documents are forwarded for registration and filing and distribution Office Administration keeping and updating of the computerised diary for the curriculum team. Arrange travel, accommodation, and processing subsequent travel claims and currency reconciliation. Handle procurement of stationary, refreshments etc. Set up meetings, including arrangement of meeting rooms, equipment and catering, notifying attendees and circulate material. Collect agenda items. Compile agendas and minutes.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.

APPLICATIONS : Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

NOTE : Applications must be submitted on form Z83 obtained from schools, colleges or 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 licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.
CLOSING DATE: 27 January 2020 at 12:00

POST 01/14: MARKETING ADMINISTRATION CLERK REF NO: UTVET/MARK/ADMIN/2019

SALARY: R173 703 per annum (Level 5) plus benefits

CENTRE: Pietermaritzburg


DUTIES: Provide information of college programmes to general public and schools. Travel to schools to conduct college presentations. Answer enquires about all courses and programmes offered at the College both telephonically and face-to-face. Set up and man all College exhibitions stands. Design PowerPoint presentations. Communicate with all target markets. Organise and attend College functions. Assist in the designing of all college promotional material.

ENQUIRIES: Miss N Jula at Tel No: (033) 816 8619

APPLICATIONS: UMGungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to the Central Office, 47 Prince Alfred Street (Security Office – covered parking), Pietermaritzburg, 3201.

NOTE: Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications and academic records, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments) together with a SAPS 91a fingerprints form available at your nearest police station. Applications must be submitted in envelopes clearly indicating the post being applied for and the Z83 form must quote the relevant reference number. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

CLOSING DATE: 24 January 2020 at 10h00

POST 01/15: HUMAN RESOURCE ADMINISTRATION CLERK REF NO: UTVET/HR/ADMIN/2019

SALARY: R173 703 per annum (Level 5) plus benefits

CENTRE: Pietermaritzburg


DUTIES: Implement prescribed leave administration processes within the College. Ensure that leave forms are properly recorded, captured and filled. Monitor the submission of attendance registers. Compile monthly leave compliance reports. Process monthly capturing of payroll. Ensure tax compliance deadlines are adhered to. Compile monthly reconciliation reports. Provide general clerical support to the HR Division.

ENQUIRIES: Miss N Jula at Tel No: (033) 816 8619

APPLICATIONS: UMGungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to the Central Office, 47 Prince Alfred Street (Security Office – covered parking), Pietermaritzburg, 3201.

NOTE: Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications and academic records, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments) together with a SAPS 91a fingerprints form available at your nearest police station. Applications must be submitted in envelopes clearly indicating the post being
applied for and the Z83 form must quote the relevant reference number. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

CLOSING DATE: 24 January 2020 at 10h00

POST 01/16: ADMINISTRATION CLERK REF NO: UTVET/ADMIN/2019

SALARY: R173 703 per annum (Level 5) plus benefits

CENTRE: Pietermaritzburg

REQUIREMENTS: Grade 12 qualification plus N6 Certificate in Management Assistant or other related qualification together with 18 months relevant work experience. Must be computer literate and proficient in MS Office packages. Ability to ensure confidentiality, respect and honesty. Driver's License. Strong interpersonal and communication skills. Strong telephone etiquette skills. Added Advantage: A recognised Diploma in Management Assistant or other related qualification. Knowledge of Coltech.

DUTIES: Render general administrative support to the campus. Handle and direct queries. Record, organise, capture and retrieve correspondence. Make photocopies, distribute documents and or packages. Conduct reception operator duties. Capturing of data on Coltech and assisting with student registration duties as delegated. Update register and statistics of students.

ENQUIRIES: Miss N Jula at Tel No: (033) 816 8619

APPLICATIONS: UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to the Central Office, 47 Prince Alfred Street (Security Office – covered parking), Pietermaritzburg, 3201.

NOTE: Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications and academic records, ID copy, driver’s license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments) together with a SAPS 91a fingerprints form available at your nearest police station. Applications must be submitted in envelopes clearly indicating the post being applied for and the Z83 form must quote the relevant reference number. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

CLOSING DATE: 24 January 2020 at 10h00

POST 01/17: SWITCHBOARD OPERATOR (RECEPTIONIST) REF NO: TNC/CO/19-12/8 (2 POSTS)

SALARY: R127 854 per annum (Level 04) plus benefits as applicable in the Public Service

CENTRE: Pretoria

REQUIREMENTS: Grade 12 Certificate or NCV level 4 certificate in Office Administration. Work experience/exposure as a switchboard operator or as a Receptionist. Excellent communication skills, interpersonal relations, client focus and innovative thinking. Ability to work under pressure with little or no supervision. Adhere to Batho Pele principles, telephone etiquette adequate, good interpersonal relations. Computer Literacy (knowledge of MS packages).


ENQUIRIES: Should you have enquiries or experience any problem submitting your application contact the HR Manager Tel No: (012) 401 1919/1940.
APPLICATIONS: Tshwane North TVET College, HRM&D Unit, PO Box 26193, Arcadia, 0007 alternatively, applications can be hand-delivered to the Central Office, Cnr. Kgosi Mampuru & Pretorius Streets, Pretoria.

NOTE: Applications must be submitted on form Z83 obtained from schools, colleges or 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 licence (certification must be within the last 3 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The Employer reserves the right not to make an appointment. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and vetting process. Applicants who have not been invited for an interview within 90 days of the closing date should consider their applications unsuccessful.

CLOSING DATE: 27 January 2020 at 12:00