**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
(TSHWANE SOUTH AND BUFFALO CITY TVET COLLEGE)

> It is the department’s intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

### OTHER POSTS

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<th>POST 02/13</th>
<th>PLANNING OFFICER REF NO: BCC0120/01</th>
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<td>(College Council permanent appointment)</td>
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**SALARY** : R316 791 per annum (Level 08) plus benefits  
**CENTRE** : Admin Centre  
**REQUIREMENTS** : Grade 12 or NCV Level 4; A Bachelor's degree in one of the following: Business, Business Communication, Finance, Administration, Human Resources; At least 3 to 5 years’ experience in an administration working environment; Knowledge of Microsoft Windows and Microsoft Office; Analytical skills; the ability to translate raw information into actionable strategies. Experience in the TVET education sector will be an added advantage.

**DUTIES** : Arranging logistics for planning meetings; Strategic Planning; Strategic Performance Management; Strategic Risk Management; Collaboration with all stakeholders; Conduct Market research; Analyse Industry and Business trends; Ensuring regulatory compliance with relevant related legislation, policies, guidelines, protocols and systems; Execute duties as and when delegated by the Principal. Competencies: Well-developed verbal and written communication skills; Ability to develop comprehensive yet concise written and presentation documents that communicate clear reports; Document management and record keeping skills; High level of diplomacy and tact; Ensuring confidentiality of information at all times; Well-groomed and self-motivated with learning agility; Good organisational and time management skills; Ability to work under pressure and within tight deadlines; Ability to work flexi hours as and when required; Good organizational skills in communications, human resources, statistics, financial forecasting and principles of marketing.

**ENQUIRIES** : Ms N Miza on Tel No: (043) 704 9237  
**APPLICATIONS** : Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered.

**NOTE** : Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver’s license, together with contact details, including e-mail addresses, of at least three work-related References forms and the full advert are available on our website, www.bccollege.co.za. The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College’s Employment Equity Plan. The college reserves the right not to
appoint/fill this position. All Permanent Employees Will Be Subjected to a Year’s Probation Period and Fixed Term Employees to Six Months.

CLOSING DATE : 04 February 2020 at 15:00

POST 02/14 : INFORMATION TECHNOLOGY TECHNICIAN REF NO: 07/01/2020 (X5 POSTS)

Re-Advertisements

SALARY : R257 508 per annum (Level 07)

CENTRE : Tshwane South TVET College

REQUIREMENTS : Grade 12 together with an appropriate three year diploma or an equivalent NQF (level 6) qualification plus 3-5 years’ experience, alternatively Grade 12 with 10 years or more experience in 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 dealing with password issues. Responding within 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.

ENQUIRIES : Mr. Makua TR Tel No: (012) 401 5120/Ms. Devenish Tel No: (012) 401 5118

APPLICATIONS : The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001. Faxed and e-mailed applications will not be accepted.

NOTE : Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

CLOSING DATE : 31 January 2020

POST 02/15 : STUDENT SUPPORT SERVICES OFFICER REF NO BCC0120/02

(College Council permanent appointment)

SALARY : R208 584 per annum (Level 06) plus benefits)

CENTRE : School of Business and Engineering (St Marks Campus)

REQUIREMENTS : Grade 12 or NCV Level 4; 3 year degree/diploma in Administration; At least one year’s experience in student support administration including bursaries; Advanced computer literacy (MS-Word, MS Excel, MS Access, MS Project); Valid driver’s licence.

DUTIES : Provision of examination timetables to invigilators; Examination enrolments on ITS; Timeous completion of preliminary examination
enrolments and submitting to the Department of Higher Education & Training; Issuing of examination permits; Following up of outstanding results – Ensuring submission of outstanding ICASS marks/POE’s to the DHET on time; Coordinate clear systems on control of receiving statements of results, certificates, permits and diplomas; Execution of examination duties according to the National Examination Policy for National Certificate Vocational (NCV) and Report 191 (NATED); Dispatching of examinations scripts to external marking centres; Applications for inter-college transfers to the DHET; Application for examination concessions to DHET; Exam invigilation training at campus level; Distribution of examination instruction and memorandums to Senior Lecturers and HOD’s; Submission of exam invigilation timetables; Create a conducive environment at campus level for the conduct of examinations; Any other duties assigned by the supervisor within reason.

Competencies:
- Ability to provide leadership
- Excellent computer skills/knowledge of Microsoft Office
- Ability to communicate effectively (verbally and in writing)
- Effective time management skills
- Use problem-solving techniques to tactfully address questions/concerns.

ENQUIRIES: Ms N Miza on Tel No: (043) 704 9237.
APPLICATIONS: Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered.

NOTE:
- Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver’s license, together with contact details, including e-mail addresses, of at least three work-related References forms and the full advert are available on our website, www.bccollege.co.za. The college reserves the right to verify any information received in applications.
- Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards.
- Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process.
- Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given to candidates from designated groups in terms of the Employment Equity Act and the College’s Employment Equity Plan.
- The college reserves the right not to appoint/fill this position. All Permanent Employees Will Be Subjected to a Year’s Probation Period and Fixed Term Employees to Six Months.

CLOSING DATE: 04 February 2020 at 15:00

POST 02/16:

SENIOR ACCOUNTING CLERK: LECTURER STUDENT SUPPORT
MATERIAL REF NO: 05/01/2020 (X6 POSTS)

SALARY: R173 703 per annum (Level 05)
CENTRE: Tshwane South TVET College
REQUIREMENTS:
- Grade 12 (financial related subjects) or NC(V) Level 4 certificate and 2 – 5 years’ experience. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy in MS Office

DUTIES:
- Responsible for the daily to day running of the Bookshop. Selling of stationery and textbooks on the Ulti-Sales System. Daily balancing of cash and debtors sales and reconciling debtor’s accounts. Creating receipts and invoices for employers and private students. Utilising the Coltech library system in order to receive and distribute textbooks to students and lecturers. E-ordering of stock. Monthly stock take with month end reports
to be forwarded to head office. Meetings and daily communication with all staff members.

ENQUIRIES: Mr. Makua TR Tel No: (012) 401 5120/Ms. S Devenish Tel No: (012) 401 5118

APPLICATIONS: The applications can be delivered to the Human Resources Unit, Tshwane South TVET College, PO Box 151, Pretoria, 0001, or hand deliver to the HR Offices at Campus level or at the Tshwane South TVET College Central Office, 85 Francis Baard Street, Pretoria, 0001. Faxed and e-mailed applications will not be accepted.

NOTE: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document( no copies of certified copies allowed, certification should not be more than six months old). Failure to submit all the requested documents will result in the application not being considered. Please indicate the reference number and position you are applying for on your application form. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful.

CLOSING DATE: 31 January 2020

POST 02/17: SECRETARY TO DEPUTY PRINCIPAL: FINANCE REF NO: BCC0120/05 (College Council permanent appointment)

SALARY: R173 703 per annum (Level 05) plus benefits

CENTRE: Admin Centre

REQUIREMENTS: Grade 12 or NCV Level 4; A relevant 3 year Degree/Diploma in Management Assistant/ Secretarial/ Public Management/ Administration; Advanced computer literacy (MS-Word, MS Excel, MS Access, MS Outlook); Experience in a TVET environment will be an added advantage; Relevant secretarial experience will be an added advantage.

DUTIES: Daily diary consultation and update with Deputy Principal: Finance; Typing and collating of Weekly Planning Report; Taking Minutes for: Section Head Meeting, Fincom Meeting, Adhoc Meetings; Prepare and collate documents for the following meetings: Fincom, Health and Safety, Section Head; Typing and collating information for: Operational Plan, Audit KPMG documents; Direct queries and assist staff in relation to Deputy Principal: Finance; Ensure all documentation is forwarded as required; Assist CFO with setting up of meetings and forwarding emails in that regard; Opening of all BCC post, date stamping and forwarding to the relevant departments; Ensure a record is kept of all BCC post received; Ensure that important documents are signed for when delivered to a certain department; Any other duties as assigned by the Deputy Principal: Finance.

ENQUIRIES: Ms N Miza on Tel No: (043) 704 9237

APPLICATIONS: Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered.

NOTE: Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver’s license, together with contact details, including e-mail addresses, of at least three work-related References forms and the full advert are available on our website, www.bccollege.co.za. The college
reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College’s Employment Equity Plan. The college reserves the right not to appoint/fill this position. All Permanent Employees Will Be Subjected to a Year’s Probation Period and Fixed Term Employees to Six Months.

CLOSING DATE : 04 February 2020 at 15:00

POST 02/18 : ADMINISTRATION CLERK: EXAMINATION AND ASSESSMENT REF NO: BCC0120/06 (College Council permanent appointment)

SALARY : R173 703 per annum (Level 05) plus benefits

CENTRE : ST Marks Campus (School of Business & Engineering Studies)

REQUIREMENTS : Grade 12/NQF L4 and a 3 year degree/diploma relevant in Office Administration/Management Assistant; Relevant experience at a TVET College or in an educational institution will be an added advantage; Extensive knowledge of the National examination policies, Government Gazette: Conduct of Examination, DHET Punctuality Policy, Examination requirements for Exam Centres; Excellent computer skills/knowledge of Microsoft Office.

DUTIES : Capturing of N1 final examination marks on ITS System; Verification of captured final examination marks; Capture examination enrolments on ITS System; Issuing of term mark sheets for completion and returning back; Issuing of exam permits and preparing exam venues to be conducive enough to run exams; Assist students with diploma applications; Preparing them and creating a list to be sent to the Department; Timeous completion of preliminary schedule to make amendments and send to the department for corrections; Assist with the submission of outstanding ICASS/POE’s to ensure that they are submitted to the Department for outstanding results; Assist in co-ordinating the clear system to the campus on control of receiving and issuing statement results; Certificates, examination permits and Diploma certificates; Execution of examination duties according to the national Examination Policy for National Certificate Vocational (NCV) and Report 191 (NATED); Application for examination concessions to DHET; Execution of examination; Any other duties assigned by the supervisor.

Competencies : Good interpersonal skills; Good organisational, administration and planning skills; The ability to work independently and under pressure without supervision; Excellent computer skills/knowledge of Microsoft Office; Ability to communicate effectively (verbally and in writing); Effective time management skills; Use problem-solving techniques to tactfully address questions/concerns.

ENQUIRIES : Ms N Miza on Tel No: (043) 704 9237

APPLICATIONS : Buffalo TVET College, HR Division, Private Bag 9016, East London 5200 or deliver it to the HR office, Administration Centre, corner of Lukin Road and King Street, Selborne, East London. No faxed or emailed applications will be accepted. Late and incomplete applications will not be considered.

NOTE : Candidates who are suitably qualified for the above positions should submit a signed letter of application, together with a signed official application form (Z83 for support staff and EDP01 for educators), a comprehensive CV and certified copies of the following: ID, all relevant qualifications with transcripts, certificates of service for previous experience and a driver’s license, together with contact details, including e-mail addresses, of at least three work-related References forms and the
full advert are available on our website, www.bccollege.co.za. The college reserves the right to verify any information received in applications. Selected candidates will be subjected to a vetting process and personnel suitability check in terms of minimum information security standards. Short-listed candidates will be invited for an interview and may be subjected to a competency assessment as part of the selection process. Submission of fraudulent documentation and canvassing of Council members or College staff will immediately disqualify the candidate. If you have not been contacted within 4 weeks please consider your application as unsuccessful. Preference will be given, but not limited to, to candidates from designated groups in terms of the Employment Equity Act and the College’s Employment Equity Plan. The college reserves the right not to appoint/fill this position. All Permanent Employees Will Be Subjected to a Year’s Probation Period and Fixed Term Employees to Six Months.

CLOSING DATE : 04 February 2020 at 15:00

POST 02/19 : ADMINISTRATION CLERK: INFRASTRUCTURE REF NO: BCC0120/07  (College Council 6 months fixed term appointment)

SALARY : R173 703 per annum (Level 05) Plus benefits

CENTRE : Admin Centre

REQUIREMENTS : Grade 12/NQF L4 and a 3 year degree/diploma in Financial Management /Cost Management Accounting/Auditing; Advanced computer skills (Word, Excel, Power Point, Outlook and Internet); Knowledge of ITS System will be an added advantage.

DUTIES : Procurement - Sourcing of quotations from service providers; Capturing of requisitions on ITS (Integrated Tertiary Software); Expediting on orders with service providers; Receiving of orders; Preparation of memos/ motivations relating to procurement requirements; Receiving and processing of invoices on ITS; Coordinate with various departments to bid for processes and maintain track of all project schedules and ensure compliance to all timeframes and prepare an effective work schedule in coordination with Project Manager; Office work – Filing of supplier contracts, requisitions, invoices, etc; Circulating and following up of documentation for signatures to relevant parties; Attending to telephone queries; Attending to daily campus maintenance queries; Any other duties as assigned by the supervisor or his/ her nominee. Competencies: Sound financial skills with the ability to prioritize and co-ordinate work, Interpersonal skills; Positive attitude and friendly with the ability and willingness to learn; Good report writing and typing skills; Fluency in written and spoken English; Excellent Interpersonal and communication skills; Good organisational, administration, planning and time management skills; Ability to work effectively under pressure and without immediate supervision; Be prepared to work flexible hours when the need arises.

ENQUIRIES : Ms N Miza on Tel No: (043) 704 9237

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CLOSING DATE: 04 February 2020 at 15:00

POST 02/20: HANDYMAN REF NO: BCC0120/08
(College Council permanent appointment)

SALARY: R122 595 per annum (Level 03) plus benefits

CENTRE: School of Business (East London Campus)

REQUIREMENTS:
Minimum Grade 10/Standard 8 qualification; Trade Test in Carpentry or Masonry or 3 years’ experience in the above fields; Be in possession of a valid driver’s license; Demonstrated ability to draw up and manage a maintenance schedule; Demonstrated ability to draw up specifications for all items and equipment that is to be procured for the maintenance of the buildings, grounds and equipment.

DUTIES:
Perform tasks according to work orders; Ensure health and safety regulations adhered to and attend health and safety meetings; Responsible for general safety and security at all times; Meet and attend to all contractors visiting or working on the site; Maintain all equipment; Maintain a tools inventory; Responsible for repairs, painting and maintenance of buildings; Cleaning duties; Carry out regular stocktaking on tools, equipment, stock and supplies; Identify shortages of supplies and stock; Draw up weekly and annual maintenance plan; Perform office movement related tasks; Carry out minor repairs on equipment and appliances; Carry out inspections and report on fire and access equipment; Working hours may be subject to change and call-outs at weekends and unsocial hours will be necessary from time to time; Must be prepared to serve at any of the college sites. Competencies: Physical ability to perform general maintenance and repair duties; A broad technical knowledge; Good Communication skills; Ability to work co-operatively with the public, students, staff and outside contractors; Ability to work independently and the knowledge to obtain quotes from different companies; Demonstrate knowledge and proficiency in maintenance (e.g. plumbing, painting, carpentry, masonry/concrete/tile, window glazing, electrical, mechanical, roof repairs, plastering, ground maintenance, furniture repairs and small engine repairs).

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