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.

ERRATUM: TSHWANE NORTH TVET COLLEGE: Kindly note that the post of School Administrator with Ref No: TNC/CO/19-12/1, Bursary Administration Clerk with Ref No: TNC/CO/19-12/2, Supply Chain Clerk (Logistics) with Ref No: TNC/CO/19-12/3, Senior Supply Chain Clerk (Acquisition) with Ref No: TNC/CO/19-12/4, Secretary To The Campus Manager with Ref No: TNC/CO/19-12/5, Senior Supply Chain Clerk (Acquisition) (Fixed Term of 12 Months Contract) with Ref No: TNC/CO/19-12/6, Curriculum Administrator (Fixed Term of 12 Months Contract) with Ref No: TNC/CO/19-12/7, and Switchboard Operator (Receptionist) (X2 Posts) with Ref No: TNC/CO/19-12/8 advertised in Public Service Vacancy Circular 01 dated 10 January 2020 has been withdrawn.

OTHER POSTS

POST 04/50 : ASSISTANT DIRECTOR: FINANCE REF NO: CO 01/01/2020
Permanent (Thekwini TVET College invites suitably qualified and experienced individuals to apply for the following permanent posts (Re-Advertisement)

SALARY : R376 596 per annum (Level 09)
CENTRE : Central Office
REQUIREMENTS : Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) in Commerce Accounting or Financial Management. Seven years' functional work experience in an overall financial management and reporting role, of which three years should be at managerial (supervisory) level. Good computer skills (including Word, PowerPoint and Outlook) with excellent Excel skills. Good knowledge of one or more accounting software packages. Leadership and management skills; good communication and interpersonal skills. Good administration skills. Valid and unendorsed Code EB Drivers’ Licence. Experience in the public sector will be an advantage.

DUTIES : Assisting in design, management and maintenance of a credible financial system ensuring that the College has a financial system which produces reports which are accurate, and can be relied upon to produce a confident audit trail. Oversee all financial reports, registers and systems to ensure timeous and efficient extraction of standard and customised financial reports. Ensure compliance with legislation related to public TVET College, thereby ensuring internal audits are clear of negative findings and an unqualified external opinion. Assist in the management of the college cash flow via monthly, quarterly and annual reports; ensuring that the College is liquid at all times. Manage the collection and recording of revenue, debt management and expenditure management for the College. Assist in producing the College annual financial statements by ensuring acceptance of the trial balance and the annual financial statement of the College financial position by the external auditors. Ensure timeous processing and payments of supplier invoices. Manage the College’s Finance unit.

ENQUIRIES : Mr Thabane Xaba Tel No: 031 250 8228
APPLICATIONS : Deliver or post to Thekwini FET College, Human Resources Management & Development Department Central Office, 262 D’Aintree Avenue, Asherville or P/Bag X06 Dormerton, Durban 4015.

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 subject applying for, a comprehensive Curriculum Vitae and Certified Copies of
Qualifications and Academic Record indicating subject applying for, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within six months of the application closing date. A certified copy of the SAQA certificate of verification of qualifications must be attached for all foreign qualifications. The specific reference number of the post applied for must be quoted A separate application must be submitted for each post applying for. Important: 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. NB: All applications to include ALL required documentation as listed above. Incomplete applications WILL NOT be considered.

CLOSING DATE: 17 February 2020, 16:00 PM

POST 04/51: ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: CO 02/01/2020
Permanent (Thekwini TVET College invites suitably qualified and experienced individuals to apply for the following permanent posts (Re-Advertised)

SALARY: R376 596 per annum (Level 09)
CENTRE: Central Office
REQUIREMENTS:
- Matric certificate or equivalent. Recognised and relevant tertiary qualification (REQV13) in Labour Relations / Labour Law / Human Resource Management. Seven years’ functional work experience in Labour Relations/Human Resource Management or related field coordinating discipline and grievance process, of which three years should be at managerial (supervisory) level. Traceable experience and sound knowledge of labour relations statutes including but not limited to:- BCEA, LRA, EEA, Employment of Educators Act, SDA, PSA, PSR, POPI Act, ELRC and PSCBC resolutions. Good computer skills (including Excel, Word, PowerPoint and Outlook). Excellent interpersonal skills, communication skills (verbal and written) and negotiation skills. Good administration, presentation and reporting skills. Leadership and management skills. Ability to maintain a high level of confidentiality at all times. Valid and unendorsed Code EB Drivers’ Licence. Experience in the public sector. Experience in the TVET sector will be an advantage.

DUTIES:
- Perform all duties related to the Labour Relations office maintaining a sound labour relations environment in the College. Develop and implement Labour Relations policies and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Conduct investigations. Prepare for and facilitate disciplinary hearings. Handle all Labour Relations matters, internal and external legal matters (Court, CCMA / Bargaining Councils). Ensure formal engagement between labour and the employer for purposes of consultation and negotiations. Coordinate and facilitate Labour Relations trainings and workshops. Prepare and submit reports timely. Perform HR duties and any other HR related tasks as directed by the Supervisor.

ENQUIRIES: Mr Thabane Xaba Tel No: 031 250 8228
APPLICATIONS: Deliver or post to Thekwini FET College, Human Resources Management & Development Department Central Office, 262 D’Aintree Avenue, Asherville or P/Bag X06 Dormerton, Durban 4015.

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 subject applying for, a comprehensive Curriculum Vitae and Certified Copies of Qualifications and Academic Record indicating subject applying for, Identity Document, and Drivers Licence (where applicable). NB: All document certification dates must be within six months of the application closing date. A certified copy of the SAQA certificate of verification of qualifications must be attached for all foreign
qualifications. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applying for. Important: 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. NB: All applications to include ALL required documentation as listed above. Incomplete applications WILL NOT be considered.

CLOSING DATE: 17 February 2020, 16:00 PM

POST 04/52: SENIOR ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: 05/02/2020 (X2 POSTS)

Re-Advertisements: Applicants that previously applied are encouraged to re-apply

SALARY: R173 703 per annum (Level 05)

CENTRE: Head Office

REQUIREMENTS: Grade 12 or NQF (Level 4) certificate. Experience in Procurement environment will be an added advantage. Knowledge of the SAGE Evolution Procurement System will be an added advantage. Ability to work under pressure and even overtime where necessary. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability.

DUTIES: Be responsible for advertising a notice inviting companies to register on the College supplier database. Update companies' details if already registered on the supplier database. Capture new items on Sage Evolution system to create (RFQ) request for quotation. Receive email and faxed quotations. Capture prices on the system and send the quotations for evaluation. Capture suppliers' new applications on Sage Evolution system and file the forms. Fill in payment requisition and send for verification before taking it to finance department. Take minutes during meetings, briefing sessions, evaluation and adjudication meetings. Perform procurement related responsibilities and duties that may be assigned from time to time.

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. 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: 14 February 2020

POST 04/53: SECRETARY TO THE CAMPUS MANAGER REF NO: 05/03/2020

Re-Advertisements: Applicants that previously applied are encouraged to re-apply

SALARY: R173 703 per annum (Level 05)

CENTRE: Tshwane South TVET College: ODI Campus

REQUIREMENTS: Grade 12 or NQF (Level 4) certificate. Practical experience as an Office Administration, Secretary or Personal Assistant will be an added advantage. 0-1 year working experience in office administration. Good communication skills (written and verbal), ability to read, write and pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy, high level
of reliability and sound organizational skills. Willingness to work extra hours when required.

**DUTIES**

Provides administrative and secretarial support to the Campus Manager. Minute taking during meetings. Coordinate and arrange meetings. Prepare supporting documentation for meetings, presentations, reports and projects. General administrative duties, including photocopying, scanning and faxing; and performing any other duties delegated by the Campus Manager. Arrange all logistics for workshops. Track and process documents. Diary management, office filing and administration of correspondence. Management of the Office and perform other related duties assigned.

**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**

14 February 2020

**POST 04/54**

SENIOR PERSONNEL OFFICER SALARY REF NO: 05/04/202

Re-Advertisements: Applicants that previously applied are encouraged to re-apply

**SALARY**

R173 703 per annum (Level 05)

**CENTRE**

Tshwane South TVET College: Head Office

**REQUIREMENTS**

Grade 12 or NQF (Level 4) certificate. Experience in the relevant field will be an added advantage. Exposure to interpretation of the implementation of the HR policies in an HR working environment will be an advantage and minutes taking skills.

**DUTIES**


**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**

14 February 2020