ANNEXURE F

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MAJUBA TVET COLLEGE)

APPLICATIONS: Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Alien Street, Newcastle), between 07h35 to 15h15 (please quote the post reference number on the outside of the envelope).

CLOSING DATE: 28 February 2020 at 12:00

NOTE: Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). 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 driver’s license (where applicable) 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. The College/DHET reserves the right not to make appointments and 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 is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply. Majuba College is an equal opportunity employer.

OTHER POSTS

POST 05/16: ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: ADHR/01/2020
Campus: Central Office

SALARY: R376 596. per annum (Level 9) plus benefits as applicable in the Public

REQUIREMENTS: Appropriate Bachelor’s degree or National Diploma (NQF level 6/7) in Human Resource Management/Public Administration and/or Industrial Psychology, 5 years’ relevant experience in a corporate organization and at least 2 years’ relevant supervisory experience in a TVET College, University or similar educational institution. Recommendations: Conflict management skills with regard to people management. Good communication and writing skills. Knowledge of Public Service Act, Employment of Educators Act, Labour Laws (Basic condition of Employment Act, Labour Relations Act, Skills Development Act, Skills Levy Act, etc.) PFMA. Must be able to understand and interpret HR prescripts and policies. Ability to work under pressure and willingness to work extended hours when required. Computer literacy (MS Word, Excel and PowerPoint). A valid driver’s licence and willingness to travel when required. Key Performance Areas: Human Resources Services: Provide HR planning and monitoring services by developing policies, processes and procedures; monitoring consistent compliance with prescripts; and monitoring the implementation of employment equity. Provide HR administration services by administering service conditions for staff; advertising and filling of vacancies; managing pension, medical aid and housing allowance for staff; and providing general HRA services including HR registry and Leave Management. Facilitate the...
maintenance of record management of the HR filing system and Persal.

Performance management: Provide performance management services by currently using tools like IQMS (lecturing staff), PMDS (office-based lecturing staff) and EPMDS (non-lecturing staff). Human resource development: Provide training to staff by identifying training needs, coordinating training, developing and implementing WSP, conducting skills audits and maintaining skills profiles for staff.

Administer bursaries (Currently offered by DHET, ETDP SETA, etc.) and internships. Labour Relations: Provide labour relations services by promoting and monitoring labour peace. Provide dispute and grievance services by handling disputes, facilitating speedy conclusion of disputes and resolving grievances within approved mandates. Provide disciplinary services by facilitating effective coordination of disciplinary matters within the relevant legislative framework. Unit management: Compile and implement HR unit's annual performance plan.

ENQUIRIES: Mr KA Shangase Tel. No: (034) 3264888

POST 05/17: SENIOR ADMIN OFFICER: LABOUR RELATIONS REF NO: SAOLR/02/2020

Campus: Central Office

SALARY: R316 791 per annum (Level 8) plus benefits as applicable in the Public Service Minimum Requirements: Grade 12 or equivalent qualification and National Diploma/Degree in Labour Relations or equivalent qualification with three (3) years’ experience in labour relations. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint) and a valid driver’s licence. Recommendations: Knowledge of Persal. Must have excellent presentation skills, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Basic skills on report writing. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge of the public service regulations, public service act and a myriad of other relevant human resource legislative imperatives. Experience in labour relations is an essential requirement for the post.

DUTIES: Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. Represent the College at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. Ensure compliance with legislative framework relating to grievances and disputes. Keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the College. Compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. Promote sound labour peace within the College. Produce monthly report and analyse the report to establish trends and develop interventions where necessary. Contribute to the College’s planning and monitoring and evaluation processes. Manage the implementation of policies, resolutions, plans and strategies relating to labour relations. Ensure compliance with legislative framework and monitor and evaluate implementation thereof; further suggest improvements where necessary. Develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies. Conduct in-service training and induction of staff on labour related matters. Attend to audit queries including the implementation of the recommendations thereof. Advice management, employees and the department on labour relations practices, procedures, guidelines and policies, etc. Support the Human
Resource Manager in achieving the strategic objectives of the College on labour relations management. Be willing to undergo continuous training and development. Attend and run meetings.

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