

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MTHASHANA TVET COLLEGE)**

- APPLICATIONS** : Please forward your applications, quoting the reference number, on an envelope as well, to: Private Bag X9424, Vryheid, 3100 or alternatively hand-deliver and deposit into the Application Box located at Central Office, 266 South Street, Vryheid, 3100.
- FOR ATTENTION** : The Principal, Mthashana TVET College
- CLOSING DATE** : 02 November 2020
- NOTE** : Applications must be submitted on the Z83 Form obtainable from any Public Service Department or on the internet www.gov.za/documents and must be accompanied by a recently updated comprehensive CV with certified copies of qualifications (Include academic records), Identity Document not older than six (6) months including the driver's licence. If you apply for more than one position, please submit a separate set of these documents in a separate envelope for each application made. It is the responsibility of the applicants to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA); and the evaluation certificate from the South African Qualifications Authority (SAQA) must be attached. Failure to sign the Z83 and submit the requested documents will result in your application not being considered. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within six (6) months of the closing date of this advertisement, please accept that your application was not successful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification) and security clearance processes. Applications received after the closing date or faxed and emailed applications, will not be considered. Please note that this advert is also available on our College website, which is: www.mthashanacollege.co.za.

OTHER POSTS

- POST 23/04** : **ASSISTANT DIRECTOR: CURRICULUM REF NO: MTH/PP/2/2020**
- SALARY** : R470 040 per annum (Level 10) Plus Benefits
- CENTRE** : Vryheid
- REQUIREMENTS** : Recognises National Diploma (NQF 6) in Education or related qualification. 3 – 5 years relevant experience in Post School Education or related field. A valid driver's licence Code EB. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act. Knowledge of the Public TVET sector. Knowledge of Education Act. Skills: Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving computer literacy, analytical, client oriented, project management, team leadership and people management. Values/Attributes: Client service focus, integrity, committed, proactive, loyal, ethics.
- DUTIES** : Oversee Curriculum Management and Administration. Oversee Academic Management Services. Ensure provision of guidance for improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. Provide learning materials. Manage human, financial and other resources of the unit.
- ENQUIRIES** : Venter T, Mrs Tel No: (034) 980 1010
- POST 23/05** : **ASSISTANT DIRECTOR: TVET MIS REF NO: MTH/PP/3/2020**
- SALARY** : R470 040 per annum (Level 10) Plus Benefits
- CENTRE** : Vryheid
- REQUIREMENTS** : Recognised National Diploma (NQF 6)/Bachelor's Degree in Information Management, Computing or equivalent qualification. 3 – 5 years relevant working experience in Information Technology or any relevant knowledge. Valid driver's licence Code EB. Knowledge of policies and governance environment of TVET colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, Coltech data, data warehouse and IT prescripts. Skills: Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership and people management. Values/Attributes: Client service focus, integrity, committed, proactive, loyal.

<u>DUTIES</u>	:	Manage TVET MIS, capture and extract data for the college. Compile and submit reports to management on monthly, quarterly and annual basis. Maintain, capture and validate inputs captured on Coltech student and other related systems. Manage human, physical and financial resources of the unit.
<u>ENQUIRIES</u>	:	Venter T, Mrs Tel No: (034) 980 1010
<u>POST 23/06</u>	:	<u>ASSISTANT DIRECTOR: STUDENT REGISTRATION REF NO: MTH/PP/6/2020</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10) Plus Benefits
<u>CENTRE</u>	:	Vryheid
<u>REQUIREMENTS</u>	:	Recognised three (3) year National Diploma (NQF Level 6) in Business Administration, Public Management/Administration or equivalent qualification. A minimum of 3-5 years in administration department. Valid driver's licence Code EB. Experience in the post schooling education and training (PSET) sector will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Skills –Proven report writing and presentation skills in the public sector and its legislation framework. Good communication skills and people empowerment. Planning and execution. Proven computer literacy, including advanced MS Word, ME Excel and MS PowerPoint. Proven ability to effectively manage change. Leadership skill. Values /Attributes – Confidence to embrace an inclusive style of leadership. Leading by example, displaying the highest level of integrity aligned to the values of the College. Judgement, adapted yet single-minded, given to big-picture thinking yet detail focused.
<u>DUTIES</u>	:	Manage the administration of the overall student registration. Oversee the provision of student financial aid and bursary services support. Manage the administration of student learning materials. Manage the coordination of career exhibition services. Manage all human, financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Venter T Mrs Tel No: (034) 980 1010
<u>POST 23/07</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATION AND ASSESSMENT REF NO: MTH/PP/7/2020</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10) Plus Benefits
<u>CENTRE</u>	:	Vryheid
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Education/Administration or equivalent qualification. 3 – 5 years in the Teaching and Learning environment/related field. Knowledge of White Paper on PSET Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of Coltech system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relating to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Skills – Administrative, planning and organising, Financial management, Report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented project management, team leadership, people management. Values/Attributes – Client service focus, integrity, committed, proactive, loyal, ethics.
<u>DUTIES</u>	:	Manage the provision of examination services. Manage training of Invigilators, Markers and Data Capturer. Manage the establishment of the function of Irregularity Committee. Manage the control of issuing of the certificates. Manage proper administration of the examination unit. Manage all human, financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Venter T, Mrs Tel No: (034) 980 1010
<u>POST 23/08</u>	:	<u>ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION REF NO: MTH/PP/8/2020</u>
<u>SALARY</u>	:	R470 040 per annum (Level 10) Plus Benefits
<u>CENTRE</u>	:	Vryheid
<u>REQUIREMENTS</u>	:	Recognised National Diploma or Bachelor's Degree in Communication or Marketing or equivalent qualification. Valid driver's licence Code EB. 3 – 5 years in communication environment. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of the monitoring of performance management and development system. Knowledge and understanding of the TVET Administration. Knowledge and understanding of the Higher Education sector, especially the policies relevant

		legislation. Skills – Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values/Attributes – Client service focus, integrity, committed, proactive, loyal.
<u>DUTIES</u>	:	Manage and coordinate marketing, promotions and branding. Manage public relations and media liaison services. Regularly communicate College camping on social Media and on online communication. Regularly maintain the content, design and layout of the college website. Provide photographic services and write stories for the college. Manage all human, financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Venter T, Mrs Tel No: (034) 980 1010
<u>POST 23/09</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: MTH/PP/4/2020</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09) Plus Benefits
<u>CENTRE</u>	:	Vryheid
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Information Technology or related qualification. 3 – 5 years relevant experience in IT environment. Valid driver's licence Code EB. Knowledge of computer hardware, software and programmes. Knowledge of policies and governance environment of TVET colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system. Knowledge and understanding of the ICT policies and relevant legislation. Skills – Administering of computer hardware, software and network; Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values/Attributes – Client service focus, integrity, committed, proactive, loyal.
<u>DUTIES</u>	:	Develop, review and monitor the implementation of Information Communication (ICT) policies. Manage Information System. Manage and maintain network. Maintain ICT software and hardware. Provide intranet and internet services. Manage human, financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Liversage SA, Mrs Tel No: (034) 980 1010
<u>POST 23/10</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: MTH/PP/5/2020</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09) Plus Benefits
<u>CENTRE</u>	:	Vryheid
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Financial Management qualification or related qualification. 3 – 5 years relevant experience in Financial/Accounting environment or related field. Valid driver's licence EB. Knowledge of PSET and CET Act. Knowledge and understanding of PFMA. Knowledge and understanding of Treasury Regulations. Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act. Knowledge of the National Financial Aid Scheme and related legislation. Knowledge of Financial Management Systems. Skills – Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving computer literacy, client oriented, project management, team leadership, people management. Values/Attributes – Client service focus, integrity, committed, proactive, loyal, ethics.
<u>DUTIES</u>	:	Collect and record revenue entailing: Cashier, banking service and electronic payments, debt management, monitoring and reporting on revenue. Manage expenditure entailing: Compensation of employees, goods and services, transfers and subsidies, reporting. Supervise employees to ensure an effective financial accounting service.
<u>ENQUIRIES</u>	:	Liversage SA, Mrs Tel No: (034) 980 1010