

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(NORTHERN CAPE URBAN TVET AND MALUTI TVET COLLEGE)**

OTHER POSTS

<u>POST 26/41</u>	:	<u>PROJECT MANAGER: CENTRE OF SPECIALISATION REF NO: NCUTVET/DHET 2020/5 (COS)</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Kimberley (Central Office)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma (NQF Level 6/7) or equivalent qualification specializing in an Occupational Trade. At least 3 years' experience in managing projects Artisan/postgraduate qualification will be an added advantage. Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Conceptual understanding of the rules and standards governing procurements, projects administration and management, including those of the Artisan regulatory bodies. Knowledge of managing artisanal programmes Risk Management. Proficiency in analysing and solving problems related to projects. Ability to take on a leadership role with excellent interpersonal skills. Ability to work independently.
<u>DUTIES</u>	:	The incumbent will be responsible for: Implement COS programmes, systems and processes. Conduct preventative maintenance programme with scheduled inspection of all COS assets, buildings, plants and infrastructure. Conduct regular condition audits of COS assets, buildings, plants and infrastructure. Ensure fair allocation of workload among artisan. Provide inputs into job descriptions. Serve on COS recruitment committees. Enforce policies, procedures, work rules, performance standards and codes of conduct. Assist in compiling budget for COS. Maintain and update all databases for COS interventions and proper use of all project resources in line with departmental policies and prescripts, including supervision and development of staff.
<u>ENQUIRIES</u>	:	E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
<u>APPLICATIONS</u>	:	Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.
<u>NOTE</u>	:	To be included in the application, applications must be submitted on form Z83 obtainable from any public service department or on the internet at www.gov.za/documents , which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications, Driver's license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants. If no response is received within 3 months after the closing date, please regard your application as unsuccessful. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<u>CLOSING DATE</u>	:	27 November 2020

POST 26/42 : **OFFICE MANAGER REF NO: MALUTI TVET/ HARR008/2020**
College Council Appointment: 3 Years Contract

SALARY : R257 508 per annum (Level 07)
CENTRE : Harrismith Campus
REQUIREMENTS : National Senior Certificate/Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Office Management/Business Management or related studies. Minimum of three years administrative experience in administrative role. Experience in Financial Management. Excellent Computer Skills (MS Excel, MS Word and MS Power Point). Unendorsed Valid Driver's Licence. Computer Literacy (MS Word, MS Excel, and MS Power point). Recommendation: Knowledge of using a range of software packages. Good interpersonal and time management skills.

DUTIES : Organising meetings and managing databases. Booking transport and accommodation. Organising Campus events or meetings including interviews. Ordering stationery and furniture. Dealing with correspondence, complaints and queries. Preparing letters, presentations and reports. Supervising and monitoring the work of administrative staff. Managing office budgets. Liaising with staff, suppliers and clients. Implementing and maintaining procedures/office administrative systems. Organising induction programmes for new employees. Ensuring that health and safety policies are up to date. Attending meetings with Campus Management. Keeping personnel records up to date. Carry out any other duties given by the relevant supervisor.

ENQUIRIES : Mr HT Basson Tel No: 058 303 1732
APPLICATIONS : All applications should be posted to: Human Resource Manager Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered to Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700. No faxed or emailed applications will be accepted

NOTE : Applications must be submitted on a Z83 form obtainable from any Public Service department as well as Maluti TVET Corporate Office or from DHET Official website: www.dhet.gov.za (and be signed) and should be accompanied by originally certified copies of formal qualifications, certified copy of academic transcript, certified copy of driver's licence and certified copy of ID not older than three Months and a comprehensive CV with contact details of at least three references. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Maluti TVET College reserves the right to withdraw the above mentioned position.

CLOSING DATE : 04 December 2020 @13:00