

DEPARTMENT OF HIGHER EDUCATION AND TRAINING (CAPRICORN TVET COLLEGE)
Capricorn Technical and Vocational Education and Training (TVET) College is inviting applications from
suitably qualified candidates to fill the following vacancies:

- APPLICATIONS** : Please forward all applications to: The Principal, Capricorn College for TVET, Private Bag X 9674, Polokwane, 0700 or hand deliver to Central Office at 16 Market Street, Polokwane, Registry Office or Email address: vacancies@capricorncollege.edu.za
- CLOSING DATE** : 07 January 2021, applications received after the closing date or faxed applications will not be considered.
- NOTE** : Applications must be submitted on form Z83 obtainable from any public service department and must be accompanied by recently updated CV; certified copies of qualifications, academic records/transcripts and certified copy of ID (certification must be within three months). Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. If you did not receive feedback from the college within 90 days of the closing date, consider your application unsuccessful

OTHER POSTS

- POST 28/14** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: CCTVET 01/11/2020**

- SALARY** : R376 596 – R443 601 per annum (Level 09)
- CENTRE** : Central Office
- REQUIREMENTS** : M+3-year degree or diploma in Human Resource Management/ Human Resource Development/Labour Relations/Public Management or equivalent qualification. At least 5years relevant experience in the field.2-3 years' supervisory experience in the field. Knowledge of Public Services legislations and policies related to Human Resource Development and Labour Relations, Knowledge and understanding of the TVET Administration, Knowledge and understanding of the Higher Education sector, Knowledge of Persal. Strong interpersonal communication (both verbal and written). Negotiation and problem solving skills. Well-developed organizational, planning and management skills. Computer literacy. Valid driver's license and willingness to travel.
- DUTIES** : Develop and facilitate the implementation of human resource development strategy and plans. Provide and facilitate training and development programmes (i.e. training, bursaries, internship and learnership). Provide, coordination and implementation of performance, management systems (PMDS & IQMS). Conduct organization review and redesign processes and facilitate the development of job description. Coordinate, develop and monitor the implementation of HR strategy and plan. Coordinate, develop and monitor the implementation of Employment Equity Plan. Facilitate the implementation of labour relations guideline processes. Facilitate, develop and implement employee health and wellness policies and programmes. Facilitate and implement HIV and Aids, TB, and other communicable of diseases. The promotion, facilitation and implementation of occupational health, safety and environment management strategies and programmes. Management of all Huma, Financial and other resources of the unit.
- ENQUIRIES** : Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800

- POST 28/15** : **SENIOR STATE ACCOUNTANT: GENERAL PAYMENT AND CREDITORS REF NO: CCTVET 19/11/2020**

- SALARY** : R316 791 - R373 167 per annum (Level 08)
- CENTRE** : Central Office

<u>REQUIREMENTS</u>	:	M+3 years Degree in Accounting or Financial Management with 3 years' experience in creditors management, financial management or stores management. knowledge and good understating of procurement policies, systems and procedures, CET, PFMA, PPPFA, BBBEE Act, Treasury Regulation. Good Communication skills (verbal and written; excellent leadership skills; ability to work within a team and independently, problem solving skills and interpersonal skills. Computer literacy (Microsoft Excel, Power point, Word). A valid driver's license. Articles or completed articles would be an added advantage.
<u>DUTIES</u>	:	Record, check and compile creditor's payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists. Capture creditor payments. Implement and monitor policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update sectional risk register. Report risks to the Assistant Director. Attend to queries and provide relent information for communication with the suppliers. Assist in producing the College quarterly and yearly schedules for assisting in preparation of financial statements. Ensuring that all expenditure and creditors transactions captured in the general ledger are appropriate, valid complete and accurate for monthly and quarterly reporting. Implement the audit implementation plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial/compliance report including preparation and follow up of annexures and working papers. Responsible for ensuring timely processing as well as payments of supplier invoices. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report. Monitor, supervise, train and manage PMDS of staff in the unit.
<u>ENQUIRIES</u>	:	Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
<u>POST 28/16</u>	:	<u>PUBLIC RELATIONS OFFICER REF NO: CCTVET 20/11/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 - R373 167 per annum (Level 08) Central Office
<u>REQUIREMENTS</u>	:	M+3 Bachelor degree/Communication/Journalism/Public Relations. Understanding of media liaison and communication, including government communication, Good interpersonal, communication, (verbal and writing), creative and analytical skills, and a valid driver's license.
<u>DUTIES</u>	:	Design and lay-out the internal newsletter and other print materials. Facilitate the production of College reports and promotional materials, enhance the corporate image of the College , make exhibition arrangement for the College, Manage the updating of content and the overall maintenance of the College intranet and internet, write, research and collate articles for the internal newsletter, edit and proofread articles, assist with the co-ordination of College events, e.g. information sessions, assist with media liaison functions/activities, participate in the development of the communication strategy.
<u>ENQUIRIES</u>	:	Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
<u>POST 28/17</u>	:	<u>OCCUPATIONAL HEALTH AND SAFETY OFFICER REF NO: CCTVET 21/11/2020</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 - R373 167 per annum (Level 08) Central Office
<u>REQUIREMENTS</u>	:	Matric +3year degree/ diploma in Environmental Health and Safety and a minimum of three (3) years' experience in the field of Safety, Health and Environment (SHE). Knowledge of prescripts relating to Health and Safety and general legislation relevant to the field. Good interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills planning ability, computer literacy (including Excel, Word, Access and PowerPoint). A valid driver's license.
<u>DUTIES</u>	:	Manage and administer Health and Safety compliance issues at the College. Ensuring adherence to safety and health standards in accordance with OHSACT and COIDA. The incumbent shall, amongst others be charged with the following:

- formation of SHE committees, Attending and providing reports from SHE committees, conduct Hazard Identification and Risk Assessment(HIRA) across the college, conduct incident investigation and generate reports, conduct Health and Safety workshop for college staff, to compile weekly, monthly, quarterly and annual health and safety statistics and reports.
- ENQUIRIES** : Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
- POST 28/18** : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: CCTVET 22/11/2020**
- SALARY** : R257 508 – R303 339 per annum (Level 07)
CENTRE : Central Office
REQUIREMENTS : M+3-year degree or diploma in Social Worker majoring with psychology or equivalent qualification. At least 3 years' practical experience in the employee health and wellness environment. Knowledge of employee health and wellness sound knowledge of four pillars of EHW, an in depth knowledge of in conducting counselling, Physio-education and trauma-debriefing. Understating of all pillar processes and COIDA Act. Good Communication, planning, organizing and Interpersonal skills. Ability to function without supervision. Work under pressure. Computer Literacy. A valid driver's license.
- DUTIES** : Administer the Employee Health and Wellness Programme. Assist with the planning, coordination and implementation of all Health and Wellness interventions, assist with the education of the impact of employee health and wellness programme. Provide education and awareness on health and wellness related issues, provide advice and guidance to management and staff on EHW related matters, ensure the monitoring and evaluation of the EHW, Benchmark EHW Practices to ensure best practice in all EHW Programme the college staff. Promote health and wellness and the facilitation of health related events, activities and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, Physio-education and Trauma-debriefing. Ability to unpack and analyses the implementation of incapacity leave and the management of sick leave trend, compiling of ill health retirement for the employees. Active case management. Effective record management. Compiling and writing EHW report, system monitoring tools and submission/internal and external memorandums. Perform any other related functions as requested by Supervisor.
- ENQUIRIES** : Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
- POST 28/19** : **NETWORK CONTROLLER REF NO: CCTVET 23/11/2020**
- SALARY** : R257 508 - R303 339 per annum (Level 07)
CENTRE : Central Office
REQUIREMENTS : M+3-year degree or diploma in Information Technology or equivalent qualification. At least three years' work experience in the IT field. The industry recognized certificates such as MCSE/MCITP, A+ Security +, ITIL as well as other IT governance framework will be an added advantage. Good communication, problem solving, ICT infrastructure support and Customer relations skills. Network administration, IT service management. Sound knowledge of COBIT 5 Foundation, ITIL and other IT Governance frameworks.
- DUTIES** : To provide Local Area Network and Des.
- ENQUIRIES** : Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
- POST 28/20** : **SECRETARY: DEPUTY PRINCIPAL: FINANCIAL MANAGEMENT SERVICE REF NO: CCTVET25/11/2020**
 Re-advertisement
- SALARY** : R173 703 - R204 612 per annum (Level 05)
CENTRE : Central Office
REQUIREMENTS : M+3 years Degree or National Diploma in Office Administration and/or Management Assistant/ Financial Management or equivalent qualification. At least

- one-year relevant working experience. Computer literacy. Good communication and interpersonal skills. Ability to perform accurately and methodically under pressure.
- DUTIES** : Not limited to provide a secretarial/receptionist support service to the manager. Provide a clerical support service to the manager. Remains up to date with regard to prescripts/policies and procedures applicable to her/his work environment to ensure effective and efficient support to the manager. Maintain the record keeping.
- ENQUIRIES** : Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800
- POST 28/21** : **HOSTEL FATHER REF NO: CCTVET 24/11/2020**
- SALARY** : R145 281 - R171 138 per annum (Level 06)
CENTRE : Seshego Campuses
REQUIREMENTS : Grade 12 qualification plus at least two-year relevant working experience. Good communication and interpersonal skills. Ability to perform accurately and under pressure.
- DUTIES** : not limited to Assist with the admission of student in the hostel. Allocate rooms to admitted students. Monitor and ensure safety of students and their belongings in the hostel. Assist with the supervision of general workers. Allocate stock (cleaning materials, etc.). Monitor hostel building and report problems (e.g. lighting, water, toilets, windows etc.). Ensure tidiness of the hostel. Record and file the copies of student's deposit slip and indemnity forms. Check if the food prepared for students are in line with the specification.
- ENQUIRIES** : Maphutha OM, Nyambi KS and Phokungwana MZ at Tel No: (015) 880 0281/015 230 1800