

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(ELANGENI TECHNICAL VOCATION EDUCATION AND TRAINING)**  
*is an Equal opportunity employer inviting applications from suitable experienced applicants for this permanent post.*

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- CLOSING DATE** : 22 October 2021
- NOTE** : Applications must be submitted on a new prescribed Z83 form obtainable from any Public Service Department. Applicants must ensure that they signed, initial and dated Z83 Form, even if they are attaching a CV. Such copies need not to be certified when applying for the post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Incomplete and unsigned application will not be considered. Applications must be accompanied by recently updated. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**OTHER POST**

- POST 35/47** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT- REF NO: HRM 140/21**
- SALARY** : R376 596 per annum (Level 9) (The successful candidate will be Required to sign a performance agreement)
- CENTRE REQUIREMENTS** : Elangeni TVET College, Central Office  
Appropriate National Diploma/ Bachelor's degree in Human Resource Management/Human Resource Management and Development or related Qualification. Minimum of 3-5 years' experience in Performance Management and Human Resource Management and Development or related field. Experience in the development of Policies/Implementation Strategies. Practical experience in an HRM environment. Experience in the Management of resources. Experiences in coordinating workplace training and skills development intervention. Managing the implementation and coordination of training plans and programmes. Experiences in developing WSP. Knowledge of PERSAL.
- DUTIES** : Administer attraction, recruitment, selection, appointment and exit of employees. Administer and implement employee compensation, condition of services benefits and incentive system. Maintain employee personal records. Develop and facilitate the implementation of human resource development strategy and plan. Provide and facilitate training and development programmes (i.e. training, bursaries, internships and learnerships). Provide, coordination and implementation of performances management systems (PMDS & IQMS). Conduct organisation 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, develop and implement employee health and wellness policies and programmes. Facilitate and implement HIV AND aids, TB, and other communicable of diseases prevention.

**ENQUIRIES**

The promotion, facilitation and implementation of occupational health, safety and environmental management strategies and programmes.  
Mr SSD Shezi – Tel No: 031 492 4363