

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
FREE STATE: (MALUTI TVET COLLEGE)**

- 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
- CLOSING DATE** : 10 July 2020 at 13:00
- 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 detailed CV 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. Those who previously applied are encouraged to re-apply.

OTHER POST

- POST 16/16** : **HUMAN RESOURCE DEVELOPMENT OFFICER REF NO: MALUTI TVET/ CORP003/2020**
- SALARY** : R257 508 per annum (Level 07)
- CENTRE** : Corporate Office
- REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource Development/Management.Minimum of three years administrative experience in a Human Resource Development/Management environment. Proven knowledge and experience in PERSAL. Excellent Computer Skills (MS Excel,MS Word and MS Power Point). Unendorsed Valid Driver's Licence.Recommendation: Ability to work under pressure. Be customer orientated. Attention to detail and excellent organizational skills. Knowledge of HRD Processes and Procedures. Good communication skills(written and orally).
- DUTIES** : Ensure coordination and administration of Human Resource Development functions. Assist with the placement of Lecturers with Employers/Industry. Compile and submit Annual Training Plan. Develop skills development programmes. Facilitate the provisioning of training and development programmes. Administration of the bursary programme. Compile and submit workplace skills plan. Compile and submit the employment equity plan. Maintain, monitor, co-ordinate and report on the implementation of the workplace skills plan. Assist with the identification of training and development needs of all staff members. Coordinate Performance Management and Development Processes. Train staff on HRD-policies. Attend to all HRD related enquiries. Supervision of junior staff in HRD section. Compile and present all work related reports for the sub unit. Develop and implement HRD policies in conjunction with other role players.
- ENQUIRIES** : Mr HT Basson Tel No: (058) 303 1732