

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(KING HINTSA (TVET) COLLEGE AND SOUTH CAPE TVET COLLEGE)**

*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 and a candidate whose appointment, transfer or promotion will promote representivity will receive preference.*

**OTHER POSTS**

<b><u>POST 24/41</u></b>	:	<b><u>ASSISTANT DIRECTOR: CURRICULUM SERVICES REF NO: KHC/2020/10/04</u></b> Permanent Appointment
<b><u>SALARY</u></b>	:	R470 040 per annum (Level 10)
<b><u>CENTRE</u></b>	:	King Hintsa TVET College (Central Office)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or Senior Certificate or equivalent qualification at NQF level 4. Appropriate N diploma/Degree in Education, Teacher qualification and SACE Registration. 5 years' experience in the relevant field at least 2 years' supervisory experience in Education and Training environment. Must have experience in working at a TVET College in the teaching and learning disciplines; a sound and thorough knowledge of College programmes; must have an understanding of DHET's & College strategic vision and priorities; be knowledgeable of academic policies and legislation governing TVET Colleges in South Africa; a valid driver's license; have the ability to engage constructively with people; have excellent communication skills; have very good ambassadorial and diplomatic skills; have the ability to manage a number of competing demands; be flexible and adapt to changing circumstances; be willing and able to exercise judgement and take risks.
<b><u>DUTIES</u></b>	:	Achievement of the requisite pass rate through the monitoring of assessments, attendance, retention of students and certification; monitor the implementation of Teaching and Learning; subject improvement plans; standardization of timetables, Sim rooms & workshops. Ensure the consolidation and coordination of functions between all academic structures, sub-structures and campuses to facilitate proper operational and management reporting. Monitor implementation of WBE during the year to achieve the college targets; meaningful participation and support of the College Academic Board and provide strategic leadership regarding the proficient delivery of all College programmes offering. Liaising with all staff e.g: Heads of Departments regarding tools; monitor the moderation process in all levels; manage the college operations including academic, administration of lecturers for imparting quality programme delivery to students. Propose and ensure that relevant academic and curriculum development policies related training is provided, including placement in business, commerce and industry in collaboration with Marketing and Learner Affairs. Lead, coordinate, and facilitate the implementation of new curriculum as required. Formulate strategies and policies related to performance and ensure its implementation and target achievement as per the Monitoring and Evaluation tool; building a strong network of contacts with other institutions and industries; ensuring that day to day operations of all the programmes in campuses are effectively and efficiently coordinated; monitor implementation of staff training sessions in conjunction with other sections. Establish and maintain sound relationships with quality assurances bodies to ensure quality programme delivery and compliance. Competencies: Advanced Computer Literacy (MS Office Package). Excellent interpersonal and communication skills. Self-motivated, innovative and diligent person. Report writing an absolute necessity. Strong organizational, planning, analytical, Leadership skill and problem solving skills. A valid Driver's License.
<b><u>ENQUIRIES</u></b>	:	Ms Soyizwapi P at Tel No: (047) 401 6400

- APPLICATIONS** : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hints TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth. Email: [Recruitment@kinghintsacollege.edu.za](mailto:Recruitment@kinghintsacollege.edu.za) (Reference No. must be written as the Subject on the emails)
- NOTE** : Applications must be submitted on forms Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. 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 short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. Enquiries: Mr MM Ndzame at Tel No: (047) 401 6400
- CLOSING DATE** : 06 November 2020, applications received after the closing date or faxed applications will not be considered.
- POST 24/42** : **ASSISTANT DIRECTOR EXAMINATIONS AND ASSESSMENTS REF NO: KHC/2020/10/05**  
Permanent Appointment
- SALARY** : R470 040 per annum (Level 10)  
**CENTRE** : King Hints TVET College  
**REQUIREMENTS** : An appropriate M+3 degree or diploma; a professional teacher qualification with a minimum of 5 years teaching experience; 3-5 years' experience in the management of assessments and examinations; Must be computer literate in MS Office (Word, Excel, PowerPoint and Outlook); Must possess a valid driver's license; Assessor and / or moderator training will be an added advantage. Competencies: An extensive understanding of the DHET Examination & Assessment Policies and revised ICASS guidelines; Excellent management and organizational skills; Excellent verbal and written communication skills; Must be prepared to work long hours when the need arises. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on Assessment & Examinations eLearning platforms.
- DUTIES** : Manage the College examination and Assessments Section Standardization of ICASS Assessments throughout campuses Co-ordinate Regional Focus Groups on Setting standardized assessments tasks Co-ordinate the Site Based Assessments (SBA) as per DHET Guidelines & Policies Manage the campuses Internal Marking Centers. Ensuring the submissions of all term marks to MIS and meeting deadlines. Verification of submitted college term marks on assessments & final resulting. Support the Integrity of the Implementation of ISAT throughout Campuses. Provide assessment and examination support to all campuses. Monitor all campuses on the implementation of examination related policies. Ensuring the state of examination readiness for the college. Manage the process of pending results and post-examination for the college. Oversee the process of internal marking for the college. Manage all College scripts during examinations. Be a Distribution Point manager during the examination period. Oversee the implementation of DHET/College Management plans regarding assessments and examinations. Be the liaising person between the college and DHET on all the examination related matters Develop, review and implement the College examination related policies. Provide guidance to the graduation committee. Writing reports weekly, monthly; and for academic board.
- ENQUIRIES** : Ms Soyizwapi P at Tel No: (047) 401 6400  
**APPLICATIONS** : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hints TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth. Email: [Recruitment@kinghintsacollege.edu.za](mailto:Recruitment@kinghintsacollege.edu.za) (Reference No. must be written as the Subject on the emails)

- NOTE** : Applications must be submitted on forms Z83 obtainable from any public service department and must be accompanied by a comprehensive CV and certified copies of qualifications. 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 short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. Enquiries: Mr MM Ndzame at Tel No: (047) 401 6400
- CLOSING DATE** : 06 November 2020, applications received after the closing date or faxed applications will not be considered.
- POST 24/43** : **OFFICE MANAGER REF NO: KHC/2020/10/03**  
Permanent Appointment
- SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : King Hintsa TVET College- Admin Centre.  
**REQUIREMENTS** : Matric plus a Bachelor's Degree or National Diploma in Public Administration or equivalent qualification from a recognized institution of higher learning. Diploma in Monitoring & Evaluation or an advanced Monitoring & Evaluation Certificate NQF level 5 and a minimum 5 years' experience in a public sector/ TVET College. Must be in possession of the following skills: Proven computer skills, good leadership skill, Excellent interpersonal and communication skills. Self-motivated, innovative and diligent person. Report writing an absolute necessity. Strong organizational, planning, analytical and problem solving skills. A valid Driver's License and managerial experience will be an added advantage.
- DUTIES** : Manages the provision of strategic information to College Management for all planning, monitoring and reporting purposes on a monthly basis and provide support services to sections and units. Maintain the use of the Monitoring and Evaluation Policy and Framework within the college. Monitors proper implementation of the strategic plan, monitors compliance with the Annual Performance Plan (APP) Monitors and Evaluate the college performance against the planned targets. Facilitating the development of strategic plan, annual performance plan and operational plan for the College. Coordinate quarterly, mid – year and annual performance reports, and produce analysis performance report on planned targets. Maintaining the Performance Management recordkeeping system. Ensure the compliance on submission of required reports to the DHET. Ensure the development and implementation of all strategic and operational plans, policies and procedures in line with legislation. Develop College quarterly and annual reports. Manage and coordinate operations and staff in the Principal's office. Coordination of stakeholder engagement. Prepare and manage the office of the Principal's budget and ensuring the effective and efficient functions in the officer within budgetary constraints. Facilitate and provide administrative support to the Principal and entire Senior Management with regard to all functions in the office of the Principal. Deal with high level and confidential correspondence on behalf of the Principal, that does not require a direct response from the Director General. Organise and prepare for media briefings and interviews for the Principal. Ensure compliance with the College policies and legislation. Monitor the implementation of management resolutions. Any other duties as may be assigned.
- ENQUIRIES** : Ms Soyizwapi P at Tel No: (047) 401 6400  
**APPLICATIONS** : Please Forward Your Application, Quoting The Reference Number to: The Principal, King Hintsa TVET College, Private Bag X3018, Butterworth, 4960 Or Hand Deliver to: 218 Mthatha Road Ibika Township, Butterworth. Email: [Recruitment@kinghintsacollege.edu.za](mailto:Recruitment@kinghintsacollege.edu.za) (Reference No. must be written as the Subject on the emails
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and certified copies of qualifications. 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 short-listed applicants. The College /department reserves the right to withdraw any of the advertised posts at any time depending on the need. Enquiries: Mr MM Ndzame at Tel No: (047) 401 6400

**CLOSING DATE** : 06 November 2020, applications received after the closing date or faxed applications will not be considered.

**POST 24/44** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: PS01/2020**  
(College Council appointment)

**SALARY** : R376 596 – R443 601 per annum (Level 09) excluding service benefits. This is a senior appointment, so we are looking for an individual who can demonstrate the necessary maturity and professionalism which can be expected to fulfil this role. The person will manage a team of five and report to the Deputy Principal Finance.

**CENTRE** : Central Office  
**REQUIREMENTS** : Matric plus a minimum 3-year accredited Degree/Diploma in Cost Accounting/Logistics Management/Purchasing Management/Public Administration/Business Management or Supply Chain. A minimum of 5-7 years relevant work experience of which 2 years in a supervisory position. Computer Literacy (MS Office). A valid code 08 driver's license. Computer Literacy (MS Office). Recommendations: Team leadership skills. Ability to work as a team. High level computer skills. Problem solving skills. Planning and organizing skills. People management skills. Knowledge of ITS will be advantageous. Knowledge of relevant Public sector legislation, regulations and policies Ability to effectively communicate in at least two of the three official languages of the Western Cape. Personal Attributes: Good communicator. Results-driven. Analytical. Loyal.

**DUTIES** : Manage the Supply Chain function in accordance with College policy including Contract management and Supplier database management. Liaison with various budget holders. Visiting campuses to ensure effective and efficient operations. Fixed assets management in accordance with College policy, including disposal management. Ensuring effective and efficient administration. Identify deviations, fruitless/wasteful and irregular expenditure. Reporting of various performance activities. Monitor compliance with policies relating to SCM and report deviations. Preparing and maintaining all audit requirement. Ad hoc assignments within the finance department. Review templates within the SCM function. NB: An academic record must be attached with your application for this post.

**ENQUIRIES** : Mrs. G de Jager Tel No: (044) 8742360  
**APPLICATIONS** : Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, South Cape TVET College (Central Office), 125 Mitchell Street, George 6529. It is preferred that due to COVID 19 Regulations, that Applications to be submitted online to careers@sccollege.co.za

**FOR ATTENTION** : Mr. M.E Gcuwa  
**NOTE** : General Instruction: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and

redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No faxed applications will be accepted. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. In terms of Public Service Regulations 2016 (s60) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) Earlier on the condition that he or she would not accept or seek re-appointment; (b) Due to ill health and cannot provide sufficient evidence of recovery; and (S61)(1) A former employee was dismissed in terms of sections 17(2) (d) of the Act of misconduct.

- CLOSING DATE** : 30 October 2020
- POST 24/45** : **ASSISTANT DIRECTOR: LEGAL ADMINISTRATION REF NO: PS02/2020**  
(College Council appointment)
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) plus 37% benefits  
: Central Office  
: Matric plus a minimum 3-year accredited Degree/ Diploma in the study fields: B.Proc/BA LAW/LLB in Law or related equivalent qualification. A minimum of 5 years relevant work experience in legal services including a minimum of 3 years in a supervisory position. Computer Literacy (MS Office). A valid code 08 driver's license. Computer Literacy (MS Office). Recommendations: Sound understanding of legal processes and legislative framework that guide the public sector. Ability to produce accurate and concise reports; proficiency inn MS Office applications: Efficient time management skills and ability to meet deadlines. Efficient record keeping and information management. Knowledge of public sector regulations. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
- DUTIES** : Oversee the provision of legal support with regard to litigation. Develop strategies and policies governing legal matters and facilitate the implementation thereof to ensure college compliance with relevant legislation and other regulations. Manage the provision of advisory services in respect of legislation, contracts, agreements or any other legal document. Ascertain the protection of college legal interests including contribution to draft legislation. Ensure that college policy framework complies with South African legislation. Manage the negotiation, execution, performance modification and termination of contracts with various parties including customers (Students), suppliers, contractors and employees. Provide secretarial support to college council and committees including that the decisions and actions are solved at meetings are monitored and executed, proper record keeping of all relevant council documentation, logistical arrangements and preparation of minutes for college council and committees. Drafting of relevant government policies, procedures, templates and guidelines to ensure standardization across the college. Provide executive and managerial support to the office of the Principal.NB: An academic record must be attached with your application for this post.
- ENQUIRIES APPLICATIONS** : Mr.ME Gcuwa Tel No: (044) 884 0359  
: Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, South Cape TVET College (Central Office), 125 Mitchell Street, George 6529. It is preferred that due to COVID 19

**FOR ATTENTION  
NOTE**

Regulations, that Applications to be submitted online to careers@sccollege.co.za

Mr. M.E Gcuwa

General Instruction: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable), qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No faxed applications will be accepted. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. In terms of Public Service Regulations 2016 (s60) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) Earlier on the condition that he or she would not accept or seek re-appointment; (b) Due to ill health and cannot provide sufficient evidence of recovery; and (S61)(1) A former employee was dismissed in terms of sections 17(2) (d) of the Act of misconduct.

**CLOSING DATE**

30 October 2020

**POST 24/46**

**PROJECT MANAGER CAPITAL INFRASTRUCTURE AND EFFICIENCY  
GRANT PROJECTS: MAINTENANCE AND FACILITIES REF NO: PS  
03/2020**

(College Council appointment)

**SALARY  
CENTRE  
REQUIREMENTS**

R376 596 per annum (Level 09) plus 37% benefits

Central Office

Matric plus an accredited minimum 3-year accredited National Diploma/Degree in Construction Management/Construction Science or Quantity Surveying with a minimum of 5-10 years relevant work experience in Construction of which 3 years have been in supervision/management role. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Knowledge of organizational objectives, CIBD regulations, Occupational Health and Safety Regulations (OHS). Environmental management. Project Management. Risk Management. Financial Management. Compliant to policies and legislation. Information Management Analytical abilities. Committed. Hardworking, Good coping skills. Ability to work independently. Policy development and implementation skills. Ability to work in a team and also individually. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES**

Responsible to supervise different task in completing construction or repairs and maintenance projects. Responsible for the flow of information from the college level project supervisor (organizational point where the service/project is requested) to the team regarding the project in the Department of Higher Education and Training Department. Make the arrangement for projects documentation on the recommendation and

specification of the Department and ensure that specifications are met. Meet the project owner, ensure that appropriate specification are set, or meet a higher standard. Update information on the project management tools. Make arrangement for the project completion based on specifications of the project owner. Put a proficient team together to achieve the purpose of work in changing circumstance and fixed circumstance, and in a responsive circumstance using leadership and management expertise. Plan, commence, execute, supervise, and roundup assigned projects. Ensure compliance with legal, contractual and safety requirements for all College projects. Manage implementation of work within established policies, systems, procedures, processes and practices. Ensure that the appropriate legislation, policies and standard procedures are complied with and that there is no negligence in this regard. Monitor legislation updates and communicate to relevant staff. Provide advice in line with applicable legislation. Liaise with all professionals including the OHS and Environmental Officers. Provide administrative support to progress report meetings. Attend to these meetings and provide progress report meetings. Attend to these meetings and provide progress report and feedback Drafting, submission and presentation of College project related management reports. Act as a liaison between the consultants and the college management. Make recommendations of the projects to management. Report to management in relation to projects underway. Facilitate legal and regulatory requirements for all projects. NB: An academic record must be attached with your application for this post.

**ENQUIRIES**  
**APPLICATIONS**

: Mr.ME Gcuwa Tel No: (044) 884 0359  
: Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, South Cape TVET College (Central Office), 125 Mitchell Street, George 6529. It is preferred that due to COVID 19 Regulations, that Applications to be submitted online to careers@sccollege.co.za

**FOR ATTENTION**  
**NOTE**

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**CLOSING DATE** : 30 October 2020

**POST 24/47** : **SENIOR ACCOUNTING CLERK: DEBTORS/BURSARIES AND INCOME REF NO: PS04/2020**  
(College Council appointment)

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (Level 07) excluding service benefits  
: Central Office  
: Matric/NCV L4 plus a minimum 3-year accredited Degree/National Diploma /National N Diploma in Financial Management/Public Administration. A minimum of 3 years relevant work experience in Bursary and Debtors Management. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Management and supervisory experience. Knowledge of Public Finance Management Act. Treasury Regulations. Knowledge of ITS (Integrated Tertiary Software) systems will be an added advantage. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Receive and distribute mail to subordinates. Manage turnaround time of all bursary claims. Verification of debtor's transactions. Check and sign off on invoices/documents submitted for payment. Capturing of income on financial system. Capturing of corrective journals on student accounts. Import and process bank reconciliation statements into ITS financial system. Check and approve stipends for payment. Check and submit stipends. Compiling of bad debt list for writing-off or handing over. Reports (income, debtors, investments and bursaries). Campus visits. Mentoring and training of Accounting Clerks: Debtors/Bursaries and Income. Review policies and processes. NB: An academic record must be attached with your application for this post.

**ENQUIRIES APPLICATIONS** : Ms C Robertson Tel No: (044) 884 0359  
: Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, South Cape TVET College (Central Office), 125 Mitchell Street, George 6529. It is preferred that due to COVID 19 Regulations, that Applications to be submitted online to [careers@sccollege.co.za](mailto:careers@sccollege.co.za)

**FOR ATTENTION NOTE** : Mr. M.E Gcuwa  
: General Instruction: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No faxed applications will be accepted. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. In terms of Public Service Regulations 2016 (s60) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a)



Earlier on the condition that he or she would not accept or seek re-appointment; (b) Due to ill health and cannot provide sufficient evidence of recovery; and (S61)(1) A former employee was dismissed in terms of sections 17(2) (d) of the Act of misconduct.

- CLOSING DATE** : 30 October 2020
- POST 24/48** : **EMPLOYEE RELATIONS HRD AND WELLNESS OFFICER REF NO: PS 05/2020**  
(College Appointment)
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum (Level 07) plus 37% service benefits  
Central Office  
Matric plus a minimum 3-year accredited Degree/National Diploma majoring in Human Resources, Labour Relations, Employment Relations, Industrial Psychology or related fields with Labour Relations as a major subject. A minimum of 2 to 3 years relevant work experience in Employee Wellness and Labour Relations. Ability to effectively communicate  
Computer Literacy (ICDL or MS Office): A valid code 08 driver's license. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Recommendations: Knowledge of organizational objectives, Knowledge of Labour Relations Act, Employment Equity Act, BCOEA, Constitution, Public Service Act and COIDA. Project Management, Management of Business Processes, Event Management, Risk Management, Protocol and Etiquette. Good interpersonal relationship communication skills. Listening Skills. Team Leadership skills, Planning and organizing skills, People Management. Ability to manage time effectively and problem-solving skills. Report writing skills. Personal attributes: Committed, loyal, client orientated, professional and also with Integrity.
- DUTIES** : Provide administrative support to maintenance of sound employee relations: Assist the organization in the prevention and/or resolution of the disputes in the work place. Assist the organization in the maintenance of order and discipline in the workplace. Assist in facilitating the implementation of an enabling environment for employees. Facilitate case management for ER interventions. Communicate ER policies, processes and procedures to staff. Provide administrative support to the promotion and management of employee wellness programme: Assist employees in improving their health by raising awareness of healthy lifestyles, disability and other health related issues. Administer management of employee wellness programme contract. Define implementation plan with service provider and communicate with management. Monitor usage and general running of the programme. Ensure programme fulfils the requirements as set out in the OHSA. Intergrate employee wellness programmes focused on the overall health and well-being of employees and their related productivity. Listen to employees' needs and interpret them into improvement actions to the programs offered. Ensure compliance with relevant legislation: Ensure that the appropriate legislation, policies and standard procedures are complied with and that there is no negligence in this regard. Monitor legislation updates and communicate to relevant staff. Provide advice in line with applicable legislation. Ensure continuous and effective updating of staff on various people issues that may arise or may need to be discussed. Vendor Management: Managing the Employee Wellness Programme. Ensuring that delivery and follow up standards are met and that the content and assessments are integrated with the other management development. Regularly engage with EWP service provider for reporting, synopsis and effective utilization of the EWP mandate. Reporting: Compile monthly update and status report for submission of the Assistant Director: Human Resources. Manage the provision of secretarial functions of Labour and EWP Forums. Ensure pro-active problem solving and decision making. Ensure validity of statistics. NB: An academic record must be attached with your application for this position.
- ENQUIRIES** : Mr. ME Gcuwa at Tel No: (044) 8840359

**APPLICATIONS** : Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, South Cape TVET College (Central Office), 125 Mitchell Street, George 6529. It is preferred that due to COVID 19 Regulations, that Applications to be submitted online to careers@sccollege.co.za

**FOR ATTENTION NOTE** : Mr. M.E Gcuwa  
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**CLOSING DATE** : 30 October 2020

**POST 24/49** : **PERSONAL ASSISTANT REF NO: PS06/2020**  
(Persal Appointment)

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum excluding service benefits  
: Central Office  
: Matric plus a minimum 3-year accredited Degree/National Diploma in Secretarial, reception, Legal Secretary, Office Administration and Management Assistant. A minimum of 3 years relevant work experience. Computer Literacy (ICDL or MS Office). Ability to effectively communicate in at least two of the three official languages of the Western Cape. A code 08 driver's License. Recommendations: Knowledge of conflict management and people management. Knowledge of organizational objectives. Report writing skills. Good interpersonal relationship communication skills. Listening Skills. Planning and organizing skills, people Management. Ability to manage time effectively and problem-solving skills. Personal attributes: Friendly and trustworthy, Integrity, confidence, accuracy and assertiveness.

**DUTIES** : Provide a Secretarial/receptionist support service to the Principal: Receive telephonic calls in an environment where in addition to the calls for the Principal with discretion. Performs advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopier are in good order. Record engagements. Utilize discretion whether to decide to accept/decline or refer to other deputy Principal's requests of meetings. Based on the accessed importance and urgency of the matter coordinate

with and/or sensitize/advice regarding engagements. Compile realistic schedules of appointments for the Principal. Render Administrative support services: Ensure and advice on the effective flow of information and documents to and from the office of the Principal. Obtain inputs, collate and compile reports, e.g. progress reports, monthly reports management reports. Respond to enquiries received from internal and external stakeholders. Collect, analyze and collate information requested by the Principal. Ensure that travel arrangements are well coordinated. Prioritizes issues in the office of the Principal. Manage the leave register and telephone accounts for the staff in the branch of which the Principal supervise. Handles the procurement of standard items, like stationary, refreshments etc. for the activities of the Principal and the unit. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Administer travelling arrangements for the Principal such as transport, accommodation, daily allowance, daily claims and S&T claims. Provide support to the Principal regarding meetings: Arrange Principal's meetings in line with important dates and add these on Principal's electronic calendar. Access Principal's emails when out of office. Prepare packs for all Principals meetings and other stakeholders. Coordinate logistical arrangements for the meetings 14 days prior to meetings required. Send invitations to members of meeting 14 days prior to meeting. Create a drop box and load electronic documents 14 days prior to meeting, such as Agenda, approved minutes of previous meeting, action log on matters arising, documents numbered according to Agenda for panel to read through in prep of the meeting. Record minutes/decision and communicate to relevant role –players, follow-up on progress made and prepare briefing notes for the Principal. Collect and compile all necessary documents for management, to inform management on the contents. Support the Principal with administration of the budget: Collect and coordinate all the documents that relates to budget. Assist Principal in determining funding requirements for purposes of budget submission. Keep record of expenditure commitments, requisitions and invoices, contracts and monitor expenditure and alert Principal of possible over-and under spending. Load documents for requisitions and follow up on loaded requisitions. Identify the need to move branch funds between items, consult with the Principal and compile draft memos for this purpose. Analyze the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood properly; Remains up to date with regard to the applicable policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Principal. Remain abreast with the procedures and processes that apply in the office of the Principal. NB: An academic record must be attached with your application for this position

**ENQUIRIES  
APPLICATIONS**

: Mr. ME Gcuwa at Tel No: (044) 8840359  
 : Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, South Cape TVET College (Central Office), 125 Mitchell Street, George 6529. It is preferred that due to COVID 19 Regulations, that Applications to be submitted online to careers@sccollege.co.za

**FOR ATTENTION  
NOTE**

: Mr. M.E Gcuwa  
 : General Instruction: A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), Original certified copies (not older than three months) of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Matching and redeployment to other workstations within the College may be considered

based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. Please Note: No late applications will be considered. No faxed applications will be accepted. The College/DHET reserves the right not to make appointments where it deems fit to do so. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. In terms of Public Service Regulations 2016 (s60) an executive authority shall not re-appoint a former employee, if that employee left the public service: (a) Earlier on the condition that he or she would not accept or seek re-appointment; (b) Due to ill health and cannot provide sufficient evidence of recovery; and (S61)(1) A former employee was dismissed in terms of sections 17(2) (d) of the Act of misconduct.

**CLOSING DATE**

: 30 October 2020