

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(UMGUNGUNDLOVU TVET COLLEGE AND UMFOLOZI TVET COLLEGE)**

**OTHER POSTS**

<b><u>POST 25/06</u></b>	:	<b><u>ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION REF NO: UMG/ADC/2020</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum (Level 10) Plus Benefits
<b><u>CENTRE</u></b>	:	Umgungundlovu TVET College
<b><u>REQUIREMENTS</u></b>	:	Recognised Bachelor's Degree (NQF7) in Education or related qualification. 05 years' experience in TVET College sector. 3 years management experience in TVET College sector. A valid driver's license Code 8. Computer literate in MS office package. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. Knowledge of Skills Development Act, Public Service Regulations, Public Service Act and Labour Relations Act. Knowledge of the Public TVET sector. Knowledge of Education Act. Skills: Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, analytical, client oriented, project management, team leadership and people management. Values/Attributes: Client service focus, integrity, committed, proactive, loyal, ethics.
<b><u>DUTIES</u></b>	:	Oversee Curriculum Management and Administration. Oversee and manage all curriculum support activities to learning and teaching sites. Oversee the development, implementation and monitoring of curriculum services. Oversee Academic Management Services. Ensure provision of guidance for improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. Analyse assessment and examination results and develop and manage the campus and college improvement plan. Provide and manage development of learning materials. Manage human, financial and other resources of the unit.
<b><u>ENQUIRIES</u></b>	:	Miss N Julia at Tel No: (033) 816 8619
<b><u>APPLICATIONS</u></b>	:	Umgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street (Security Office), Pietermaritzburg, 3201.
<b><u>NOTE</u></b>	:	Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.
<b><u>CLOSING DATE</u></b>	:	20 November 2020 at 13:30
<b><u>POST 25/07</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: UTVETC/AD/INT001/07/20</u></b>
		Re-Advert: those who applied for this post need not re-apply
<b><u>SALARY</u></b>	:	R376 596 per annum (Level 09) Plus Benefits
<b><u>CENTRE</u></b>	:	Umgungundlovu TVET College
<b><u>REQUIREMENTS</u></b>	:	A recognized three year National Diploma/Degree in Internal Audit. Professional Internal Auditor (PIA), with three (3) years' internal audit experience within the TVET Sector. Valid Code B drivers licence. Computer literate and proficient in Microsoft Office products. Knowledge of Compliance Management. Knowledge of Financial Management including budgeting and forecasting. Knowledge of relevant legislative requirements and College policies/procedures. Good communication skills both written and verbal. Ability to work under pressure, independently and in a team. Postgraduate Diploma in Internal Audit will be an added advantage
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for the following functions and include, but not limited to: Undertake audit projects. Perform Internal Audits, as

allocated, according to internal policy and best practice; meeting specified deadlines. Perform compliance (i.e. internal control and process) related audits to provide assurance on the effectiveness of the internal control environment. Compile audit findings, collating relevant working papers to provide evidence to support audit findings. Recommend actions emerging from audits based on schedule of findings collated. Deal with queries emerging from audits according to relevant policies and procedures, escalating them appropriately as required. Internal Audit reporting. Provide reported feedback on progress against the approved audit plan. Compile audit findings and prepare review notes, to highlight audit matters that were not completely addressed by the Internal Audit process. Prepare reports on audit findings for submission; flag audit risks and breakdowns in the internal control environment. Compile an indexed and referenced audit file for each audit conducted, according to quality procedure and policy requirements, meeting deadlines for submission. Assist in the preparation of reports for College Council and the Audit Committee. Develop preliminary audit plans. Recommend priority areas for the Internal Audit programme based on a preliminary survey of risk areas. Assist in compiling detailed annual audit plans for implementation within allocated audit area. Review current systems and processes to assist in compiling a workable plan for each audit engagement, specifying resource requirements, time frames and priority areas. Obtain sign off on each audit engagement with relevant stakeholders according to agreed deadlines. Process improvements and research. Keep abreast with global trends and best practice. Review current audit systems and processes in order to recommend improvements to enhance effectiveness. Evaluate the application of audit control measures.

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- CLOSING DATE** : 20 November 2020 at 13:30
- POST 25/08** : **ASSISTANT DIRECTOR: ICT REF NO: UTVETC/ADICT/2020**
- SALARY** : R376 596 per annum (Level 09) (all-inclusive remuneration packages)
- CENTRE** : Umgungundlovu TVET College
- REQUIREMENTS** : A Diploma/Degree in Computer Science or Information Technology or Information Systems related field. The candidate should also have formal qualification in Information Technology such as N+; A+ and MSCE. Three to five (5) years in IT Networks and Service Desk Management. 1 year supervisory experience. A valid code 08 driver's license.
- DUTIES** : Performing operational duties, ensuring that computer hardware and software systems within the department are maintained to perform efficiently and effectively by monitoring of active data network or converged infrastructure and related network equipment. Supervising Service Desk to ensure that the ICT team supports the end-user with their logged incidents relating to network systems to enhance performance in their daily task. Ensure that all faulty equipment is fixed or referred to service providers and registers are properly kept and updated on repairs. Ensure that all computer/servers are updated with the latest patches / service packs / latest anti-virus definitions. Analyse logs on the system and resolve any problems that are identified. Ensure that Case Management system servers are running and updated on a regular basis. Manage all day to day ICT related activities. Develop, review and monitor the implementation of Information Communication Technology (ICT) policies.
- ENQUIRIES** : Miss N Julia at Tel No: (033) 816 8619

- APPLICATIONS** : Umgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street (Security Office), Pietermaritzburg, 3201.
- NOTE** : Candidates who wish to apply must forward recently certified copies (not copies of certified copies) of qualifications, ID copy, driver's license, comprehensive CV and fully completed Z83 forms (obtainable from all Government Departments), clearly indicating the post being applied for, quoting the relevant reference number on the Z83. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by South African Qualifications Authority and DHET. Due to a large number of applications anticipated, correspondence will be limited to shortlisted candidates. The applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.
- CLOSING DATE** : 20 November 2020 at 13:30
- POST 25/09** : **ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT SYSTEM REF NO: 2020/023**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09) plus benefits as applicable in the Public Sector  
: Central Office  
: Grade 12 certificate or equivalent. A recognised National Diploma (NQF6) in Internal Audit and quality management environment or equivalent qualification. Relevant Experience: 3-5 years in the Internal Audit environment/related field. Experience in the development of policies/implementation strategies. Knowledge: knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Internal Audit environment. Skills: Planning and organizing. Financial Management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal. Advantageous: Person must implement a QMS system, needs extensive knowledge about it. Knowledge of Claroments would be an added advantage. Reviews and management of policies in the College. Knowledge of ISO accreditation.
- DUTIES** : The preparation and execution of the internal audit plan: Conduct pre-engagement meetings with College management prior to commencement of the audits. Obtain College management approval of the audit scope prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per the annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents. The provision of secretarial support services to the audit committee: Conduct research on best practices and application of standards. Distribution and collection of audit client's surveys for services rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are supported by the required audit evidence. Ensure that processes needed for quality management systems are established, implemented and maintained: Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, reevaluated and that records of this assessment are maintained. Ensure that all role players and managers are aware and understand regulatory compliance requirements. Management of staff development: Render management services to the staff. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.
- ENQUIRIES APPLICATIONS** : Mr. T.P Zulu Tel No: (035) 902 9500  
: uMfolozi TVET College, HRM&D Unit, Private Bag X5023, Richards Bay 3900 or alternatively, applications can be hand-delivered to the Central Office, Naboomnek, Arboretum, Richards Bay, 3900.

**NOTE**

: Applications must be submitted on form Z83 (available at [www.umfolozicollege.co.za](http://www.umfolozicollege.co.za), from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter must be attached. A recent, comprehensive Curriculum Vitae. Certified copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's licence (certification must be within the last 6 months). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete, emailed and faxed applications will not be considered. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

**CLOSING DATE**

: 17 November 2020 at 13:00