

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MAJUBA TVET, MALUTI TVET AND KZN CET COLLEGE)**

OTHER POSTS

<u>POST 27/24</u>	:	<u>ASSISTANT DIRECTOR – FINANCIAL ACCOUNTING REF NO: ADFIN/03/2020</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09) plus benefits as applicable in the Public Service
<u>CENTRE REQUIREMENTS</u>	:	Campus: Central Office A recognised three (3) year National Diploma (NQF 6) in financial management or finance/commerce related qualification/ equivalent and at least 3 years of Postgraduate Articles with a recognised audit firm, and at least 5 years post-articles supervisory experience in financial management. Recommendations: Public sector management and/or audit experience will be an added advantage. Advanced experience in interpretation, development and implementation of policies. Knowledge of PSET and CET Act. Knowledge and understanding PFMA, as a guide. Knowledge and understanding of Treasury Regulations. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge and working experience of relevant financial management systems. Good administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management skills.
<u>DUTIES</u>	:	Collection and recording of revenue: Cashier, banking service and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that the banking of monies are done in accordance with the prescribed processes. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers, including the verification of banking details. Oversee the safeguarding of source documents and face value of transactions. Oversee the correct and accurate allocation of all receipts. Monitor cashflows and recommend net cash requirements for the foreseeable future. Transfers and subsidies: Oversee and reconcile tranche receipts with budget allocations. Reconcile Compensation of Employees with the allocation and submit claim for unspent funds to the DHET. Oversee compliance with conditions attached to Conditional Grant Subsidies. Oversee submission of reports and/or invoices to facilitate subsidy claims where required. Debt management: Oversee the identification and accurate classification and recording of debts owed to the College. Liaise with debtors in the most complex and problematic cases to determine payback conditions and time span. Oversee the process of obtaining the accounting officer's approval for debt collection conditions. Obtain the accounting officers approval for debt payback conditions and time span on the cases handled. Oversee the accurate allocation of monies received. Oversee correct and accurate allocation of NSFAS funds to debtor's accounts. Monitoring and reporting on revenue: Oversee and monitor revenue against budget and review reconciliations. Oversee the correct and accurate classification of revenue. Oversee the tracking of Deferred Income (Income received in advance) and the timeous recognition of related revenue. Oversee and undertake the development of corrective measures when required. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes and for the compilation of the Annual Financial Statements. Ensure completeness and accuracy of financial information. Expenditure management: Compensation of employees. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee and quality assure all payroll transactions. Authorize reimbursement transactions on the accounting system. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Oversee the reconciliation of transactions on the College payroll system (VIP) with the accounting records. Authorizes payments

to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc. outside the payroll system. Oversee verification of information for payroll certification. Ensure the correct classification of Payroll Costs in line with GRAP requirements. Goods, services and other: Oversee the verification of source documents. Oversee the quality assurance and verification of transactions. Ensure that expenditure is in line with budget and item provisioning. Ensure correct and accurate allocation of expenditure. Oversee the correct capturing of banking details on the accounting system, including account holder verification. Review creditors reconciliations (ensure that service providers are paid timely and correctly). Oversee the payment of student stipends as per agreement with funders. Oversee the accurate payments of NSFAS student's allowances, where applicable. Reporting: Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Ensure the safeguarding of all source documents. Oversee the processing of revenue, receivables, expenditure, payables and Property, plant and equipment in line with GRAP standards. Compile interim and annual financial reports. Overall Reporting: Oversee the processing of revenue, receivables, expenditure, payables and Property, plant and equipment in line with GRAP standards. Compile interim and annual financial reports. Report on all matters to the Office of the Deputy Principal Finance. Supervise employees to ensure an effective financial accounting service: This would, inter alia, entail the following: General supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

**ENQUIRIES
APPLICATIONS**

: Mrs D Hassim Tel No: 0343264888
 : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the 'CV' Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), between 07h35 to 15h15 (please quote the post reference number on the outside of the envelope).

NOTE

: Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). 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, ID document and driver's license (where applicable). 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. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. 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. The College/DHET reserves the right not to make appointments and 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 is unsuccessful. All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE

: 14 December 2020 at 12:00

POST 27/25

: **ASSISTANT DIRECTOR – INFORMATION TECHNOLOGY (I.T) REF NO: ADIT/04/2020**

SALARY

: R376 596 per annum (Level 09) plus benefits as applicable in the Public Service

CENTRE

: Campus: Central Office

REQUIREMENTS

: Recognized National Diploma (NQF 6) in Information Technology or related qualification and at least 3 to 5 years working experience in IT environment and a valid driver's licence. Recommendations: Knowledge of computer hardware, software and programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system. Knowledge and understanding of the ICT policies and relevant legislation. The following skills will also be an added advantage administer computer hardware, software and network, administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, planning and organizing and people management.

DUTIES

: Develop, review and monitor the implementation of Information Communication Technology (ICT) policies; Conduct research regarding national and provincial policy framework, legislation, collective agreements, internet, relevant readings etc. Ensure consultation process of draft policies with all relevant stakeholders. Ensure that all new ICT policies are work shopped to all staff. Ensure the development, establishment of appropriate E-governance and ICT policies, frameworks and standards. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data. Perform system backups. Research and develop specifications for (Local Area Network& Wide Area Network) LAN and WAN technologies according to the college's requirements. Procure LAN and WAN technologies. Distribute LAN and WAN access to students and staff according to college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges. Troubleshooting, resolving and documenting all ICT related issues. ICT software and hardware Maintenance. Research and develop plans for software and hardware products required for technologies and systems which will enable the college's core business, support functions and programs. Advice on Procurement of college software and hardware according to the college's needs. Distribute software and hardware for use by students and staff according to the college's policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software and advises on updating. Keep up to date with the latest developments of hardware and software in education. Manage all licensing of software that the college is using and ensure that they are valid and appropriate. Assist with the procurement of intranet and internet products and services according to the college's needs. Ensure access of intranet and internet in the colleges. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit.

**ENQUIRIES
APPLICATIONS**

: Mr KA Shangase Tel No: 0343264888
: Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the 'CV' Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), between 07h35 to 15h15 (please quote the post reference number on the outside of the envelope).

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: Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). 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, ID document and driver's license (where applicable). 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. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. 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. The College/DHET reserves the right not to make appointments and 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 is unsuccessful. All costs

incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE

: 14 December 2020 at 12:00

POST 27/26

: **OFFICE MANAGER REF NO: MALUTI TVET/ ITE011/2020**
College Council Appointment: 3 Years Contract

SALARY
CENTRE
REQUIREMENTS

: R257 508 per annum (Level 07)
: Itemoheleng Campus
: National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Office Management/Business Management or related studies. Minimum of three years administrative experience in administrative role. Experience in Financial Management. Excellent Computer Skills (MS Excel, MS Word and MS Power Point). Unendorsed Valid Driver's Licence. Recommendation: Knowledge of using a range of software packages. Good interpersonal and time management skills.

DUTIES

: Organising meetings and managing databases. Booking transport and accommodation. Organising Campus events or meetings including interviews. Ordering stationery and furniture. Dealing with correspondence, complaints and queries. Preparing letters, presentations and reports. Supervising and monitoring the work of administrative staff. Managing office budgets. Liaising with staff, suppliers and clients. Implementing and maintaining procedures/office administrative systems. Organising induction programmes for new employees. Ensuring that health and safety policies are up to date. Attending meetings with Campus Management. Keeping personnel records up to date. Carry out any other duties given by the relevant supervisor.

ENQUIRIES
APPLICATIONS

: Mr HT Basson Tel No: (058) 303 1732
: 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.

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 a comprehensive CV with contact details of at least three references. Foreign qualifications must be accompanied by a SAQA evaluation report. 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.

CLOSING DATE

: 11 December 2020 @13:00

POST 27/27

: **SENIOR ADMINISTRATIVE CLERK (REF NO: KZNCETC/01/2020)**
PHINDANGENE CLC

SALARY
CENTRE
REQUIREMENTS

: R173 703 – R204 612 per annum (Level 05) plus benefits
: Phindangene CLC (Lamontville, Durban)
: A grade 12 certificate or NCV level 4 and National Diploma in Public Management/ Office Management & Technology/Management Assistant or equivalent qualification. At least two years relevant experience in the CET environment. Computer literacy, including MS Word and MS Excel. Proven statistical analysis skills. Knowledge of general administration principles, methodologies and procedures as well as public sector reporting requirements. Good record keeping and administrative skills. A confirmation letter confirming the experience of the applicant to be attached to the application.

DUTIES

: Administer the enrolment processes of the Community Learning Centre. Undertake post-enrolment procedures to verify student information. Conduct enrolment audits by comparing registration forms against student registers. Administration support for the Community Learning Centres. Capture and update expenditure in component. Handling Cash books and petty cash.

Reconciling books. Handle telephone accounts and petty cash of for the CLC. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain attendance register of the component. Record, organize, store, capture and retrieve correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES : Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367
APPLICATIONS : Applications must be addressed to the attention of: The Principal: KwaZulu-Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is preferred that due to COVID 19 Regulations, that Applications be submitted online to HRQueries@KZN.CETC.edu.za, quoting the reference number on the subject line.

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 : 11 December 2020 at 16:00

POST 27/28 : **SENIOR ADMINISTRATIVE CLERK (REF NO: KZNCETC/02/2020)**
PHINDANGENE CLC

SALARY : R173 703 – R204 612 per annum (Level 05) plus benefits
CENTRE : Phindangene CLC (Lamontville, Durban)
REQUIREMENTS : A grade 12 certificate or NCV level 4 and National Diploma in Public Management/ Office Management & Technology/ Management Assistant or equivalent qualification. At least two years relevant experience in the CET environment. Computer literacy, including MS Word and MS Excel. Proven statistical analysis skills. Knowledge of general administration principles, methodologies and procedures as well as public sector reporting requirements. Good record keeping and administrative skills. A confirmation letter confirming the experience of the applicant to be attached to the application.

DUTIES : Administer the enrolment processes of the Community Learning Centre. Undertake post-enrolment procedures to verify student information. Conduct enrolment audits by comparing registration forms against student registers. Administration support for the Community Learning Centres. Capture and update expenditure in component. Handling Cash books and petty cash. Reconciling books. Handle telephone accounts and petty cash of for the CLC. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain attendance register of the component. Record, organize, store, capture and retrieve correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/ packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.

ENQUIRIES : Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367
APPLICATIONS : Applications must be addressed to the attention of: The Principal: KwaZulu-Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is preferred that due to COVID 19 Regulations, that Applications be submitted online to HRQueries@KZN.CETC.edu.za, quoting the reference number on the subject line.

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

: 11 December 2020 at 16:00

POST 27/29

: **SENIOR ADMINISTRATIVE CLERK (REF NO: KZNCETC /03/2020)
MANAYE CLC**

**SALARY
CENTRE
REQUIREMENTS**

: R173 703 – R204 612 per annum (Level 05) plus benefits
: Manaye CLC (Pietermaritzburg)
: A grade 12 certificate or NCV level 4 and National Diploma in Public Management/ Office Management & Technology/ Management Assistant or equivalent qualification. At least two years relevant experience in the CET environment. Computer literacy, including MS Word and MS Excel. Proven statistical analysis skills. Knowledge of general administration principles, methodologies and procedures as well as public sector reporting requirements. Good record keeping and administrative skills. A confirmation letter confirming the experience of the applicant to be attached to the application.

DUTIES

: Administer the enrolment processes of the Community Learning Centre. Undertake post-enrolment procedures to verify student information. Conduct enrolment audits by comparing registration forms against student registers. Administration support for the Community Learning Centres. Capture and update expenditure in component. Handling Cash books and petty cash. Reconciling books. Handle telephone accounts and petty cash of for the CLC. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain attendance register of the component. Record, organize, store, capture and retrieve correspondence and data. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.

**ENQUIRIES
APPLICATIONS**

: Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367
: Applications must be addressed to the attention of: The Principal: KwaZulu Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is preferred that due to COVID 19 Regulations, that Applications be submitted online to HRQueries@KZN.CETC.edu.za, quoting the reference number on the subject line.

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

: 11 December 2020 at 16:00

POST 27/30

: **SECURITY OFFICER REF NO: KZNCETC/04/2020**

**SALARY
CENTRE
REQUIREMENTS**

: R122 595 per annum (Level 03)
: Phindangene CLC (Lamontville, Durban)
: Grade 10/ABET or equivalent qualification. A Security Certificate: Grade C with PSIRA. Firearm licence, at least one (1) to two (2) years' work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit and have no criminal record.

DUTIES

: Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complains. Inspect Security Service provider registers.

- Conduct access control. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to supervisor or management.
- ENQUIRIES APPLICATIONS** : Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367
 Applications must be addressed to the attention of: The Principal: KwaZulu-Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is preferred that due to COVID 19 Regulations, that Applications be submitted online to HRQueries@KZN.CETC.edu.za, quoting the reference number on the subject line.
- 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** : 11 December 2020 at 16:00
- POST 27/31** : **GROUNDSMAN (REF NO: KZNCETC/05/2020) PHINDANGENE CLC**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)
 Phindangene Community Learning Centre (Lamontville, Durban)
 A Grade 10 qualification will serve as an advantage Basic literacy, numeracy and communication skills Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.
- DUTIES** : Core Functions: Render cleaning duties of routine nature by utilizing a variety of aids within surroundings of the workplace. Perform gardening functions. Reporting of losses and damages during execution of duties. Render cleaning services in order to maintain a high hygiene in and around the work area.
- ENQUIRIES APPLICATIONS** : Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367
 Applications must be addressed to the attention of: The Principal: KwaZulu-Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is preferred that due to COVID 19 Regulations, that Applications be submitted online to HRQueries@KZN.CETC.edu.za, quoting the reference number on the subject line.
- 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** : 11 December 2020 at 16:00
- POST 27/32** : **GROUNDSMAN (REF NO: KZNCETC/06/2020) USIZUZULU CLC**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum (Level 02)
 Usizuzulu Community Learning Centre (Vryheid)
 A Grade 10 qualification will serve as an advantage Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate elementary machines and equipment. Willing to work extended hours, when necessary.
- DUTIES** : Core Functions: Render cleaning duties of routine nature by utilizing a variety of aids within surroundings of the workplace. Perform gardening functions. Reporting of losses and damages during execution of duties. Render cleaning services in order to maintain a high hygiene in and around the work area.
- ENQUIRIES** : Mr N Dlamini Tel No: (031) 350 4377 / (031) 350 4367

- APPLICATIONS** : Applications have to be addressed to the attention of: The Deputy Principal: Corporate Services, KwaZulu Natal CET College 17 Kosi Place, Springfield, Durban, 4001. It is preferred that due to COVID 19 Regulations, that Applications be submitted online to HRQueries@KZN.CETC.edu.za, quoting the reference number on the subject line.
- 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
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