

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

- APPLICATIONS** : Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College ,electronically via email to Careers at South Cape TVET College (Central Office), 125 Mitchell Street, George 6529.
- FOR ATTENTION** : Mr. M.E Gcuwa
- CLOSING DATE** : 07 May 2021 at 16:00
- NOTE** : 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 license. 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. 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 emailed / faxed applications will be considered. 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. South Cape TVET College invites suitable candidates to apply for the following permanent posts: Re-appointment of former employees. (1) 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; or (b) due to ill health and cannot provide sufficient evidence of recovery.

**OTHER POSTS**

- POST 13/52** : **SYSTEMS ENGINEER: ICT INFRASTRUCTURE, SOFTWARE AND SERVER MAINTENANCE REF NO: PS01/2021**  
(Persal Appointment)
- SALARY** : R257 508 – R303 339 per annum (Level 07), excluding service benefits
- CENTRE** : Central Office
- REQUIREMENTS** : Qualifications and Experience: Matric plus minimum of 3-year accredited Degree/Diploma (REQV 13) from an accredited institution in Information Technology and A+N+, MCSE would be an added advantage. A minimum of 5 years in provisioning, installing / configuration, operation and maintenance of systems hardware and software and related infrastructure as Server level. A valid code 08 driver's license. Knowledge: Good comprehensive knowledge of the Microsoft Server platforms e.g. server 2010 & 2012 database SQL server environment. Regularly provide advice and recommend actions related to. Skills: Resolve problems within established practices. Ability to maintain confidentiality. Good interpersonal skills. Good written and verbal communication skills. Decision-making skills. Ability to lead a team and provide advice to management on related matters. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Ensuring the effective operation of all college's systems: Provide occasional guidance, some of which is technical. Regularly provide advice and recommend actions related to the function. Ensure the following are always in 100% working order; staff have internet access; staff have email accounts; Students have internet access; Staff and students can login the Server (Active Directory) with their own username and passwords. Oversee the introduction and implementation of IT systems and infrastructure: Manage and monitor all installed systems and infrastructure; Install, configure, test and maintain operating systems, application software and system management tools; Proactively ensure the highest levels of systems and infrastructure availability; Monitor and test application performance for potential bottlenecks, identify possible solutions, and work with developers to implement those fixes; Maintain security, backup, and redundancy strategies; Write and maintain custom scripts to increase system efficiency and lower the human intervention time on any tasks; Participate in the design of information and operational support systems; Provide 2nd and 3rd level support; Liaise with vendors and other IT personnel for problem resolution. Install and maintain work station: Install new Laptops and Desktop for students admin staff; Load Microsoft Windows; Load Microsoft Office ; Setup their Drive to safe on; Install printer drivers to print; Setup scanning for admin staff. Desktop support: Receiving of error requests; Creating email accounts for admin staff; Replace faulty hardware like hard drives memory and power suppliers; Load needed software like Auto CAD, Pace career (depends which courses needs it. Network cabling: Create fly leads for Admin and students that needs network connectivity; Cable the computer labs; staff and students have their own drive to save their work Administer Servers, Desktop Computers, Printers, Routers, Switches, and Firewalls; Support LANs, WANs, network segments, Internet, and intranet systems.; Ensure design of system allows all components to work properly together; Provide/Troubleshoot problems reported by end users; Make recommendations for future upgrades; Maintain network and system security.

**ENQUIRIES** : Mr. S Mketi at Tel No: (044) 8840359

**POST 13/53** : **STUDENT SUPPORT OFFICER REF NO: PS 02 OF 2021**  
(Persal Appointment)

**SALARY** : R257 508 – R303 339 per annum (Level 07), excluding service benefits  
**CENTRE** : Bitou Campus

**REQUIREMENTS** : Qualifications and Experience: A matric plus a minimum 3- year Degree/Diploma (REQV 13) in Psychology or Social Work. Registration with the Professional Body is required. One year relevant work experience. Computer Literacy (MS Office). A valid code 08 driver's license. Recommendations: Good Interpersonal Relations. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Conduct pre-entry assessments and career guidance. Provide counselling in accordance to the professional guidelines. Conduct work readiness training. Co-ordination of all student support needs. Develop quality electronic reports and statistics. Facilitate the implementation of and adherence to DHET policies and strategies. Provide exit-level student support. Administer and support DHET NSFAS bursary. Support SRC Functions.

**ENQUIRIES** : Mrs. S November Tel No: (044) 884 0359

**POST 13/54** : **MARKETING AND COMMUNICATION OFFICER REF NO: PS 07/2021**  
(PERSAL Appointment)

**SALARY** : R208 584 – R245 694 per annum (Level 06), plus excluding service benefits  
**CENTRE** : Mossel Bay Campus

**REQUIREMENTS** : Matric/NC (V) Level 4 plus a minimum 3-year accredited Degree/National Diploma or National N Diploma (REQV 13) in the field of Marketing and Communication or similar filed of endeavor. Computer Literacy (ICDL or MS Office). A minimum of 1 to 2 years relevant experience in the relevant field is required. Needs to be well versed in English Language with excellent writing skills. A code 08 driver's License. Skills: Good interpersonal and communication skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

		Recommendations: Energetic and focused on reaching targets. Proven experience with regard to student recruitment and journalism skills. Ability to manage time effectively and problem-solving skills. Report writing skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Communication with external markets across the College's catchment area through PR functions, career exhibitions, school visits, Campus visits and more Network with relevant role-players and stakeholders by attending functions, meetings, Imbizos. Student and internal market research. Facilitate external market research and generate new opportunities for recruitment. Gather relevant news and compile articles with photographs for internal and external publications. Co-ordinate and facilitate door-to-door campaigns, recruitment roadshows and various other recruitment methods to reach targets. Maintain the corporate image across all College sites Organise and participate in internal and external functions and events. Coordinate effective marketing for Forster's Manor Guest House as an establishment of the College. Must be prepared to work after hours when necessary. Must be prepared to travel.
<b><u>ENQUIRIES</u></b>	:	Ms. R Molusi Tel No: (044) 8840359
<b><u>POST 13/55</u></b>	:	<b><u>SECRETARY REF NO: PS03/2021</u></b> (Persal Appointment)
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05), excluding service benefits
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	Qualifications and Experience: Matric plus a minimum 3-year accredited Degree/Diploma or National N Diploma (REQV13) in Secretarial, Legal Secretary, Office Administration and Management Assistant. A minimum of 3 years relevant work experience). Ability to effectively communicate in at least two of the three official languages of the Western Cape. A code 08 driver's License. Skills: 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. Computer Literacy (ICDL or MS Office Personal attributes: Friendly and trustworthy, Integrity, confidence, accuracy and assertiveness.
<b><u>DUTIES</u></b>	:	Provide a Secretarial/receptionist support service to the Deputy Principal: Render Administrative support Services and S&T claims. Provide support to the Deputy Principal regarding meetings. Support the Deputy Principal with administration of the budget: Collect and coordinate all the documents that relates to budget. Assist Deputy Principal in Analyze the relevant Public Service and Departmental prescripts/policies and other documents and ensure that the application thereof is understood proper 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 Deputy Principal. Remain abreast with the procedures and processes that apply in the office of the Deputy Principal.
<b><u>ENQUIRIES</u></b>	:	Mrs.TF Boshoff at Tel No: (044) 8840359
<b><u>POST 13/56</u></b>	:	<b><u>ADMINISTRATION CLERK: QUALITY MANAGEMENT REF NO: PS04/2021</u></b> (Persal Appointment)
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05), excluding 37% service benefits
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	Qualifications and experience: A matric or NCV Level 4 plus a minimum 3- accredited Degree/Diploma (REQV13) Administration/Information Technology/Website designing/Graphic designing with 1 year relevant experience. Skills: Website designing/Graphic designing for the maintenance of a Quality Management System, have knowledge of programming or Microsoft Software. Creative and Innovative. Secretarial and Interpersonal Skills. Computer Literacy (MS Office).
<b><u>DUTIES</u></b>	:	Updating the online Quality Management System of the College Capture and upload data related to quality including templates, policies, procedures and processes. Develop new templates related to Quality Management Systems for

		different Departments in the College. Perform administrative tasks for internal and external quality audits and logistics. Assist the Quality Manager with planning and organising of policy review committee meetings. Taking minutes of meetings of Quality Management Department and prepare documentation. Systematic filing of quality documents and records keeping.
<b><u>ENQUIRIES</u></b>	:	Mrs. N Matroos at Tel No: (044) 8840359
<b><u>POST 13/57</u></b>	:	<b><u>ADMINISTRATION CLERK: TRUANCY REF NO: PS05/2021</u></b> (College Council Appointment)
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05), excluding 37% service benefits
<b><u>CENTRE</u></b>	:	Oudtshoorn Campus
<b><u>REQUIREMENTS</u></b>	:	Qualifications and experience: A matric or NCV Level 4 plus a minimum 3- accredited year Degree/Diploma, N Diploma (REQV 13) in Administration with at least 2-years relevant work experience. A valid code 08 driver's license. Knowledge: Experience in student administration of a TVET College/University or Community/Social development will be an added advantage. Skills: Excellent facilitation, organisation and presentation skills. Computer Literacy (MS Office).
<b><u>DUTIES</u></b>	:	Sourcing of Private accommodation and ensuring that all accommodation meets the criteria as set by the College. Conduct visits at the private hosts/accommodation before and after acceptance. Conduct home visits where necessary to discuss absenteeism with parents or guardians. Responsible for the administration and submission of required documentation on set due dates. Do referrals to Student Support Officers. Establishing a database of all host parents and possible private accommodation for future usage. Communicate all relevant information to host parents. Keep strict records of absenteeism and contacting of parents or guardians.
<b><u>ENQUIRIES</u></b>	:	Mrs. T La Fleur Tel No: (044) 2722110
<b><u>POST 13/58</u></b>	:	<b><u>BURSARY CLERK REF NO: PS 06/2021</u></b> (College Council Appointment)
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05), plus 37% service benefits
<b><u>CENTRE</u></b>	:	Oudtshoorn Campus
<b><u>REQUIREMENTS</u></b>	:	Matric/NC (V) Level 4 plus a minimum 3-year accredited Degree/National Diploma or National N Diploma (REQV 13) in Business Management/Management Assistant/Financial Management/Office Administration or related equivalent Qualification with a minimum of 2 years relevant work experience. Computer literacy (MS Office). Skills: Good interpersonal and communication skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Ensure that all bursary application forms are completed correctly. Accurately capture online bursary applications. Ensure good document administration (filing, recording of all bursary application forms). Assist with the compilation of statistical information. Provide assistance in administration and maintenance of College records. Compile Excel spreadsheets to report statistical data. Attending to routine correspondence and prepare written reports when required.
<b><u>ENQUIRIES</u></b>	:	Ms. H.T. La Fleur Tel No: (044) 272 2110
<b><u>POST 13/59</u></b>	:	<b><u>HUMAN RESOURCES ADMINISTRATION CLERKS REF NO: PS 08/2021 (X3 POSTS)</u></b> (PERSAL Appointment)
<b><u>SALARY</u></b>	:	R173 703 – R204 612 per annum excluding service benefits
<b><u>CENTRE</u></b>	:	Central Office
<b><u>REQUIREMENTS</u></b>	:	Matric plus a minimum 3-year accredited Degree/National Diploma or National N Diploma (REQV 13) in Human Resource Management/Public Administration/Management or relevant qualification with a minimum of 2 years relevant work experience in human resources management/administration. Knowledge: Knowledge of relevant HR Prescripts, Labour Relations Act, 1995 and Prescriptive. Departmental policies, procedures and delegations, Basic Conditions of Employment Act, Policy development, PSCBC and ELRC Resolutions,

Continuous Education and Training Act No 6 of 2006, Employment of Educators Act, Public Service Act. Knowledge of relevant HR Prescripts. Skills: Good interpersonal relations, customer relations, supervisory skills and computer Literacy. Ability to lead a team of HR practitioners and offer advice to Senior Management on HR related matters. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Ensure the implementation of Human Resource functions such as leave administration, performance management, and termination of services. Communicate and implement policy and legislative matters. Maintain post establishment. Ensure proper administration of transfers, service benefits (including housing subsidies, accommodation, pension, medical aid, staff bursaries, grievances, disciplinary proceedings. Capturing of any salary related transactions on PERSAL/VIP. Handle general enquiries pertaining to salaries and allowances. Assist in recruitment and selection process. Administer and manage information. Maintain duty register. Servicing Beaufort West Campus in addition to Oudtshoorn campus.

**ENQUIRIES** : Ms. Z Maimane at (044) 8840359

**POST 13/60** : **ADMINISTRATION CLERK REF NO: PS 09/2021**  
(PERSAL Appointment)

**SALARY** : R173 703 – R204 612 per annum (Level 05), excluding service benefits  
**CENTRE** : Oudtshoorn Campus  
**REQUIREMENTS** : Qualifications: Matric/NC (V) Level 4 plus an accredited three-year Degree/Diploma or National N Diploma (REQV 13) in Office Administration with 2 years relevant experience in Office Administration or Reception related functions. Skills: Computer literate. Fluency with at least two of the three official languages of the Western Cape Province. Good Interpersonal Relations/must be sharp with strong character/outgoing personality/build relationships with internal and external clients. Excellent telephone & communication skills. Organizational skills, Computer Literate.

**DUTIES** : Co-manage the appointments of the Campus Head. Printing of monthly telephone bills and distribution to users. Liaise with the principal's office, branches, Departments, other campuses, and other colleges. Distribution of faxes, messages to relevant people. Typing, photocopying and minute taking. Co-ordinate and make requisitions for stock, its distribution and deliver. Upload requisition on the College ITS system. Book accommodation and transport for campus employees. Carry out record-keeping and perform other clerical functions within the context of work involved. Controlling of switchboard operations. Make official outgoing calls for campus management. Do record-keeping and perform other clerical functions within the context of the work involved.

**ENQUIRIES** : Mrs. T La Fleur at Tel No: (044) 2722110

**POST 13/61** : **ADMINISTRATION CLERK REF NO: PS 10/2021 (X2 POSTS)**  
(PERSAL Appointment)

**SALARY** : R173 703 – R204 612 per annum (Level 05), excluding service benefits  
**CENTRE** : George Campus  
**REQUIREMENTS** : Qualifications: Matric/NC (V) Level 4 plus an accredited three-year Degree/National Diploma or National N Diploma (REQV13) in Office Administration with 1 year relevant experience. Previous experience in reception and administrative clerical function will serve as an added advantage. Skills: Computer literate. Fluency with at least two of the three official languages of the Western Cape Province. Good Interpersonal Relations/must be sharp with strong character/outgoing personality/build relationships with internal and external clients. Excellent telephone & communication skills. Organizational skills, Computer Literate.

**DUTIES** : Co-manage the appointments of the Campus Head. Printing of monthly telephone bills and distribution to users. Liaise with the principal's office, branches, Departments, other campuses, and other colleges. Distribution of faxes, messages to relevant people. Typing, photocopying and minute taking. Co-ordinate and make

requisitions for stock, its distribution and deliver. Upload requisition on the College ITS system. Book accommodation and transport for campus employees. Carry out record-keeping and perform other clerical functions within the context of work involved. Controlling of switchboard operations. Make official outgoing calls for campus management. Do record-keeping and perform other clerical functions within the context of the work involved.

**ENQUIRIES**

: Mrs.V Hartnick at Tel No: (044) 2722110