

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MNAMBITHI TVET COLLEGE)**

- APPLICATIONS** : Mnambithi TVET College, HR Unit, Private Bag X9903, Ladysmith, 3370. Alternatively, applications can be hand-delivered to Central Office, 77 Murchison Street, Ladysmith, 3370
- CLOSING DATE** : 16 July 2021 at 12:00
- NOTE** : Candidates who wish to apply must forward 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.

OTHER POSTS

- POST 22/11** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 06/2021**

- SALARY** : R376 596: per annum (Level 9)
- CENTRE** : Mnambithi TVET College Central Office
- REQUIREMENTS** : Appropriate Bachelor's degree or National Diploma (NQF level 6/7) in Human Resource Management/Public Administration and/or Industrial Psychology, 5 years' relevant experience in a corporate organization and at least 2 years' relevant supervisory experience in a TVET College, University or similar educational institution. Conflict management skills with regard to people management. Good communication and writing skills. Knowledge of Public Service Act, Employment of Educators Act, Labour Laws (Basic condition of Employment Act, Labour Relations Act, Skills Development Act, Skills Levy Act, etc.) PFMA. Computer literacy (MS Word, Excel and PowerPoint) Ability to work under pressure. A valid driver's licence, willingness to travel and willingness to work extended hours when required.

- DUTIES** : Provide HR planning and monitoring services by developing policies, monitoring consistent compliance with prescripts; and monitoring the implementation of employment equity. Provide HR administration services by administering service conditions for staff; managing pension, medical aid and housing allowance for staff. Management of leaves. Ensure timeous advertising and filling of vacancies and keep efficient HR registry. Performance management and Human Resources Development: Provide support on performance management services through IQMS (lecturing staff), PMDS (office-based lecturing staff) and EPMDS (non-lecturing staff). Compile and implement HR unit's annual performance plan. Labour Relations: Provide efficient labour relations services by promoting labour peace, coordination of disciplinary matters within the relevant legislative framework. Conduct performance reviews of staff within the unit, Compile monthly and quarterly report.

- ENQUIRIES** : HR Tel. No: (036)6310360

- POST 22/12** : **ASSISTANT DIRECTOR TVET MIS REF NO: MTVET11/2021**

- SALARY** : R376 596.per annum (Level 9) Plus Benefits
- CENTRE** : Central Office.
- REQUIREMENTS** : Recognised National Diploma (NQF 6)/Bachelor's Degree in Information Management, Computing or equivalent qualification. 3 – 5 years relevant working experience in Information Technology or any relevant knowledge. Valid driver's licence Code EB. Knowledge of policies governing environment of TVET colleges. Knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions and IT prescripts. Knowledge and understanding of

		Information System Management. Knowledge, understanding, application and interpretation of, Coltech data, data warehouse. Skills: Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, project management, team leadership and people management. Values/Attributes: Client service focus, integrity, committed, proactive and loyal.
<u>DUTIES</u>	:	Manage TVET MIS, capture and extract data for the college. Compile and submit reports to management on monthly, quarterly and annual basis. Maintain, capture and validate inputs captured on Coltech student and other related systems. Manage human, physical and financial resources of the unit.
<u>ENQUIRIES</u>	:	HR Tel. No: (036)6310360
<u>POST 22/13</u>	:	<u>ASSISTANT DIRECTOR: FINANCE REF NO: MTVET 07/2021</u>
<u>SALARY</u>	:	R376 596 per annum (Level 9) Plus Benefits
<u>CENTRE</u>	:	Mnambithi TVET College Central Office
<u>REQUIREMENTS</u>	:	An appropriate recognized (3) three year Bachelor's Degree in Accounting or Financial Management. 5 (five) years' experience in Finance plus three (3) years managerial experience. Knowledge of Treasury Regulations, Generally Recognised Accounting Principles (GRAP), Public Financial Management Act (PFMA), Supply Chain Management Act, Preferential Procurement Policy Framework, CET Act and asset management policy. Must have good time management and communication skills (both written and verbal). Must be computer literate and provide monthly and quarterly reports.
<u>DUTIES</u>	:	Facilitate all payments of creditors for the College. Manage movable and immovable assets of the College. Prepare the annual budget in alignment with the college strategic goals. Monitor that the College expenditure is in line with the budget and manage monthly deviations of the budget. Manage integrated budget planning and expenditure processes. Monitor all litigations against the College and provide progress reports. Assist in developing a project plan for monthly, quarterly and annual reporting. Review the monthly general ledger reconciliation against the trial balance. Ensure that supporting documentation and bank reconciliation are signed off for every bank account as an oversight role. Ensure accurate capturing of invoices in the accounting systems in order to effect on time and accurate payment to Creditors. Ensure invoices are properly authorized in accordance with levels of authority and allocate it to correct Supplier & General Ledger accounts on a daily basis. Ensure accurate monthly reconciliations of Creditors Accounts Statements against the accounts payable (Manage Age Analysis). Attend to matters relating to internal and external auditors. Monitor spending of Capital Infrastructure and Efficiency Grant (CIEG), Sector Education and Training Authority (SETA) funding and other additional funding. Ensure proper implementation of performance management within the division. Maximise division of human physical and financial resources.
<u>ENQUIRIES</u>	:	HR Tel No: (036) 631 0360
<u>POST 22/14</u>	:	<u>FINANCE SUPERVISOR REF NO: MTVET 08/2021</u>
<u>SALARY</u>	:	R316 791 per annum (Level 08) Plus Benefits
<u>CENTRE</u>	:	Mnambithi TVET College Central Office
<u>REQUIREMENTS</u>	:	Appropriate recognized Bachelor's Degree/Diploma in Finance with accounting as a major subject. At least 3 years working experience in a TVET Sector environment. Good interpersonal and communication skills (both verbal and written). Must be in possession of a valid driver's licence, be computer literate. Must have good knowledge of PFMA, Treasury, Regulations, and other applicable legislation.
<u>DUTIES</u>	:	Supervise salary, payroll, income and expenditure administration. Supervise suspense, debtor and tax administration. Assist in formulating College budget and finance policies. Ensure that all finance policies are in line with applicable legislation and comply with the college quality management system. Prepare financial statements and monthly financial reports. Conduct financial investigations, prepare reports, undertake audits and maintain internal control system. Prepare taxation returns. Process payments, strengthen internal controls system. Supervise Finance Staff and monitor their work performance.

ENQUIRIES : HR Tel No: (036) 631 0360

POST 22/15 : **DATA CAPTURER REF NO: MTVET 09/2021**

SALARY : R145 281 per annum (Level 04) Plus Benefits

CENTRE : Ezakheni A Campus

REQUIREMENTS : Grade 12/ Senior Certificate or equivalent qualification, a relevant recognised post matric qualification. Good interpersonal and communication skills (verbal and written). Knowledge of MS packages (MS Word, MS Excel, Access, and PowerPoint) is essential. At least one year working experience as a data capture.

DUTIES : Capture information such as students` registrations, assessments, absenteeism, final marks etc. Keep statistics and update spreadsheet with regard to student`s registrations, assessment, absenteeism, final marks etc. Manage the flow, routing and filling of documents. Maintain and compile weekly, monthly and quarterly or annual statistical reports relating to students` registrations, assessments, absenteeism, final mark etc. Capture, update and maintain all relevant student information on the COLTEC System.

ENQUIRIES : HR Tel No: (036) 631 0360