

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(TSHWANE NORTH TVET COLLEGE)**

- APPLICATIONS** : recruitment@tnc.edu.za and NO faxed, posted or hand delivered applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.
- CLOSING DATE** : 16 August 2021 at 12:00
- NOTE** : Applications must be submitted on the completed NEW Z83 form, obtainable from any Public Service Department, and MUST include a comprehensive Curriculum Vitae, copies of qualifications (including transcript of the relevant qualification relating to this application), ID and driver's license. All required documents need not be certified when applying for a post, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR. Please include reference number and the position you are applying for. Correspondence will only be conducted with short-listed candidates. If you have not been contacted within 3 months of the closing date, please consider your application as unsuccessful. The recommended candidate should note that original copies of qualifications will be required before appointment is confirmed. The college reserves the right not to appoint. Successful candidates will be subjected to a vetting and financial disclosure process and will be required to sign a performance agreement. Re-Advertised post: Candidates who previously applied for the post are encouraged to re-apply

OTHER POSTS

- POST 26/46** : **MANAGER: CENTRE OF ENTREPRENEURSHIP AND INNOVATION
TNC/CO/21-07/1**
(Contract: 3 years Fixed Term Contract)
(Council Appointment)

- SALARY** : R470 040 per annum plus 37% in Lieu of Benefits
- CENTRE** : Central Office
- REQUIREMENTS** : A recognised Degree in Business Management, Entrepreneurship, Technology Business Incubation or equivalent qualification. Minimum of 10 years' work experience in a business environment, of which at four (04) years in a management position. A valid driver's licence
Competencies, Abilities and Skills: Knowledge and experience in establishing/management of a Centre of Entrepreneurship and Innovation. Experience in establishing, working with or developing SMEs and budget management. Expertise in business sustainability, research and monitoring & evaluation. Computer literacy: MS Word, Outlook, Excel and PowerPoint. Effective organisational, financial and project management skills. Excellent written and verbal English communication skills, including report writing, document development and communicating with funders, business executives, community leaders and other stakeholders on an executive level. High level skills in networking, negotiation and stakeholder engagement. Excellent interpersonal skills, time management, problem solving and organisational skills. Well-developed leadership skills and innovative thinking ability. Experience in Technology Business Incubation and a broad understanding of Higher Education based entrepreneurship support ecosystem will serve as an added advantage. Ability to take initiatives and work without supervision for long and extended hours, including weekends.

- DUTIES** : Establishment of the Centre of Entrepreneurship and Innovation. Oversee sustainability model of the entrepreneurship projects and incubation centres. Manage and implement the business planning process. Manage the Centre of entrepreneurship including staff recruitment and performance in implementing the incubation entrepreneurship programme. Manage the finances of the Centre of Entrepreneurship and Innovation. Build and strengthen reciprocal and sustained relationships between the Centre and Business. Work with Campus Managers and relevant stakeholders to establish an entrepreneur culture in the College. Work with the College Executive Management to establish and effectively leverage the Centres' advisory board for guidance and resource support. Initiate donations, sponsorships, grants and other income-generating initiatives/activities. Monitor and promote the success of the Centre of Entrepreneurship and Innovation. Monitor progress with the activities in line

with the business plan and report to the necessary structures. Conduct research/analyses relating to improving the sustainability of the Centre of Entrepreneurship and Innovation. Recommend strategies to promote entrepreneurship through the current College curriculum. Oversee the development and delivery of skills programmes/short courses to emerging entrepreneurs. Initiate community based entrepreneurship programmes to capacitate local SMEs. Market the Centre of Entrepreneurship and Innovation.

ENQUIRIES

: Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: (012) 401 1927/ Ms JM Nyalunga at Tel No: (012) 401 1940.

POST 26/47

: **MANAGER: NATIONAL SKILLS FUND (NSF) AND SPECIAL PROJECTS REF NO: TNC/CO/21-07/2**
(3 year Fixed Term Contract)
(Council Appointment)

SALARY CENTRE REQUIREMENTS

: R470 040 per annum plus 37% in Lieu of Benefits
: Central Office
: A recognized Degree/ National Diploma in Project Management or equivalent qualification. Five (05) years Project Management experience and three (03) years 'supervisory experience. Candidates that have experience in managing large projects, portfolios of projects and/or programmes in the private or public sector will have an added advantage, as well as those that are registered as Project Managers or Professional Project Managers with Project Management South Africa or other related bodies. Competencies, Abilities and Skills: Knowledge of the TVET framework relating to Occupational Skills/ Special Projects / Trades and all other NSF funded programmes. Candidates must be proficient in English with proven experience in Monitoring and Evaluation of NSF or similar Projects. Proven strategic management, leadership and people management capabilities. Strong communicator with the ability to interact with a wide range of stakeholders. Further skills requirements relate to technical proficiency, data verification, problem solving and analysis, report writing, preparing presentations, Knowledge Management, Quality Management, Budgeting and Financial Management, Human Resource Management, Change Management and negotiation skills. The incumbent must be client orientated, customer focused and be able to perform in a team environment. Good computer skills and a valid driver's license are required. Candidates must be willing to travel, work irregular hours and be committed to meet deadlines within tight time-frames.

DUTIES

: Responsible for establishing the project office and ensuring the smooth running of Occupational / Special Projects / Trades programmes and all other NSF funded programmes. Effectively monitor, evaluate and report on the achievements, challenges, management, operational performance and procurement of special projects/trades and other NSF funded programmes. Responsible for performing verification of expenditure and information/data related to the project. Responsible for coordinating physical verification (learners, infrastructure, assets etc.) across the different project sites for the projects within the project portfolio. Ensure that all documents and information related to projects and programmes are submitted for knowledge management purposes. Manage stakeholders for portfolio of projects. Actively participate in both regional and national structures and platforms that are relevant for effective skills development. Overall execution of projects. Manage staff under his / her supervision. Provide feedback and strategic advice regarding Occupational / Special Projects activities to the College management. Report progress and challenges to the Deputy Principal: Academic Services. Effectively implement the Project Management Framework for Occupational/Special Projects and other NSF funded Programmes.

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<u>POST 26/48</u>	:	<u>PROJECT MANAGER (ASSISTANT DIRECTOR) INFRASTRUCTURE</u> <u>MANAGEMENT REF NO: TNC/CO/21-07/3</u> (3 year Fixed Term Contract) (Council Appointment) (Re-Advertisement)
<u>SALARY</u>	:	R376 596 per annum plus 37% in Lieu of Benefits
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	A recognized 3 years Bachelor's Degree/National Diploma (NQF level 6/7) or equivalent qualification specializing in Construction. 3 years' experience in managing construction projects. A valid driver's license. Valid Registration with any South African Statutory Built Environment Body (SACPCMP, ECSA, SACQSP, SACAP) and a post graduate qualification will be an added advantage. Competencies, Abilities and Skills: Strong knowledge to adherence of construction projects procurement processes by CIDB. Knowledge of construction contracts (JBCC, FIDIC, NEC and GCC). Risk management experience. Proven experience working with communities. Good communication, problem solving and human relation skills. Ability to work in a team and developing a working project management plan. Practical knowledge of modern technologies and software related to project management. Knowledge of the regulatory body guidelines for projects (NIAMMS etc.).
<u>DUTIES</u>	:	Conduct building assessments and draft short or long term maintenance plans. Develop project scope, feasibility study, project specifications and preliminary project cost estimates. Assist in the compilation of bid documents related to infrastructure projects in accordance with CIDB prescripts. Assist with the management of construction contracts from signing, site hand over and contract closeout. Authorise payment certificates in accordance with relevant contract. Submissions of applications for funding identified infrastructure projects. Resolve on/off site conflicts. Supervise different tasks in completing construction or repairs and maintenance project. Responsible for the flow of information from the project supervisor (the organisational 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 set, or meet a higher standard. Update information on the project management tools. Make arrangements for the project completion based on specifications of the project owner. Put a proficient team together to achieve the purpose of the work in changing / fixed and responsive circumstances using leadership and management expertise. Plan, commence, execute, supervise, and roundup assigned projects.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: (012) 401 1927/ Ms JM Nyalunga at Tel No: (012) 401 1940.