

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(CENTRAL JOHANNESBURG TVET COLLEGE, NORTHERN CAPE CET COLLEGE AND KING HINTSA TVET  
COLLEGE)**

**OTHER POSTS**

**POST 40/26** : **ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION SERVICES REF  
NO: CJC/17/2021**

**SALARY** : R470 040 per annum (Level 10), plus benefits as applicable in the Public Sector  
**CENTRE** : Central Office  
**REQUIREMENTS** :

Grade 12 or equivalent qualification. A recognised, 3 or four-year qualification (Degree/Diploma NQF Level 6). Post Graduate qualification would be a distinct advantage. Professionally qualified, i.e. has a Diploma/Degree in Education or relevant post education qualification. At least 5 years' relevant experience in managing Teaching and Learning in a PSET environment. A sound and thorough knowledge of TVET College programmes. Possession of an unendorsed valid Driver's License. SACE registration. Thorough knowledge and understanding of the relevant legislation related to TVET sector. Sound experience in interpretation, development and implementation of policies. Good leadership skills and Interpersonal skills. Good Problem solving and analytical skills. Ability to work under pressure and meet deadlines. Ability to work independently as well as in a team. Sound management skills. Report writing and Presentation skills. Planning and organizing. Good verbal and written communication. Computer Literacy (MS Word, Excel, PowerPoint, Outlook).

**DUTIES** : Oversee Curriculum Management and Administration. Develop, implement, monitor academic and curriculum policies, Support the implementation of ministerial programmes and new or revised ministerial programmes. Coordinate review of the ICASS guidelines for report 191 and NC (V), Develop policy/guidelines for management of curriculum (classroom management policy), Monitoring the conduct of assessments, Provide relevant reports to college executive and oversight bodies, Oversee coordinated curriculum delivery at all the colleges delivery sites. Ensure the implementation of best practice teaching in collaboration with the campus managers. Oversee Academic Management Services. Provide academic support to lecturing staff, plan for delivery of quality teaching and learning, ensure that enrolment targets are set and achieved, assist with admission processes, assist students to have and receive the necessary career guidance to enable them to make informed programme choices. Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. Analyse results and plan for intervention of critical subjects (Action Plan), Plan class visit to support ICASS and ISAT, Plan for quality delivery. Provide Learning Materials. Coordinate activities for the development of learning materials, Identify learner material, equipment and other resource requirements, Management of all Human, Financial and other resources of the unit.

**ENQUIRIES** : Mr. B Khakhu Tel No: 011 351 6000  
**APPLICATIONS** : All applications are to be sent via email to recruitment31@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.

**NOTE** : Scanned Applications must consist of: a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers license need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure

to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 26 November 2021 at 16:00
- POST 40/27** : **ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT SYSTEM REF NO: CJC/16/2021**
- SALARY** : R376 596 per annum (Level 09), plus benefits as applicable in the Public Sector  
**CENTRE** : Central Office  
**REQUIREMENTS** : Grade 12 certificate or equivalent. A recognised National Diploma (NQF6) in Internal Audit and/or Quality Management or equivalent qualification. A post graduate qualification in the relevant field/s will be an advantage. At least 5 years' relevant experience in the Internal Audit or Quality Management/related field in a higher education institution. Experience in the development, implementation and reviews of policies. Knowledge of the relevant prescripts, legislation and regulations relating to Internal Auditing and/or Quality Management. Knowledge and understanding of the Internal Audit environment. Knowledge and understanding of QMS systems. Excellent Planning and organising skills. Sound report writing. Communication and interpersonal Skills. Very good Computer literacy. Analytical and client oriented. Project management experience and skills. Experience in managing staff and team, People management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal. Needs extensive knowledge about Internal Audit Environment. 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, re-evaluated 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** : Mr. B Khakhu Tel No: 011 351 6000  
**APPLICATIONS** : All applications are to be sent via email to recruitment30@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.

- NOTE** : Scanned Applications must consist of: a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers license need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 26 November 2021 at 16:00
- POST 40/28** : **ASSISTANT DIRECTOR: RISK, FRAUD, ETHICS AND INTERGRITY MANAGEMENT REF NO: CJC/18/2021**
- SALARY CENTRE REQUIREMENTS** : R376 596 per annum (Level 09), plus benefits as applicable in the Public Service  
: Central Johannesburg College, Central Office  
: Grade 12 or equivalent qualification, a recognized National Diploma (NQF 6) in Risk Management/ Internal Audit or equivalent qualification. Five years' experience in Risk Management or Internal Auditing. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management and Internal Audit environment. Good Planning and organisational skills. Must possess skills in 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 risk, fraud, ethics and integrity management policy. Develop and review risk, fraud, ethics and integrity management policies. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide training, workshops on fraud and risk to management and employees. Provide reports in relation to trainings, workshops and awareness campaigns. Provide Risk Management services. Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. The provision of Risk identification and mitigation. Provide Risk Management Report to College management and Risk Management Committee on quarterly bases. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure dissemination of the risk management strategy and the associated plan to employees. Ensure regular communication on outstanding items on the risk register. Manage fraud and anticorruption services. Develop and maintain internal anti-corruption system. Fraud/ Corruption risk assessments. Conduct investigations on allegations of corruption. Promotes ethics and integrity management. Ensure implementation of ethics and integrity Management. Coordinate ethics workshops. Coordinate ethics & integrity awareness campaign. Coordinate quarterly meetings for ethics and Integrity committee. Processing of applications to engage in remunerative work outside the Department (RWOPS). Implementation of the disclosure of financial interest on the e-Disclosure. Ensure no employees conduct business with the organ of state. Management of all Human, Financial and other resources of the unit.
- ENQUIRIES** : Mr MB Khakhu at Tel No: (011) 3516000

- APPLICATIONS** : All applications are to be sent via email to recruitment32@cjc.edu.za. Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of: a duly completed and signed latest version of Z83 form obtainable from any Public Service Department, stating the post you are applying for and the relevant reference number, b) a recently updated CV, as well as copies of all qualifications, including academic records/transcripts, and ID document). Please note that copies of qualifications, ID and drivers license need not be certified. The communication from HR Department regarding the requirements for certified documents will be limited to shortlisted candidates. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 26 November 2021 at 16:00
- POST 40/29** : **MARKETING MANAGER REF NO: KHC/2021/11/02**  
Nature of post: Permanent
- SALARY** : R376 596 per annum (Level 09)
- CENTRE** : King Hintsa TVET College-Central Office
- REQUIREMENTS** : Grade 12/NCV L4 plus Recognised three-year Diploma/Degree in Marketing and Communications. Public Relations. Journalism/Media Studies. 5 years' experience in Marketing Department with at least two years in a supervisory level. Must have a valid driver's license. Knowledge of TVET Sector, Sound Communication skills, computer literate, leadership skills, report writing skills, client liaison, Policy formulation skills, initiative, research skills, project and risk Management. Marketing research methodology, Fundraising strategies and trends, negotiation skills, TVET programs, ITS further education and Training Act. DHET Circulars and resolutions, King Hintsa TVET College Policies, procedures and guidelines. All related legislations including Labour legislation. Knowledge of community, commerce and industry needs and Labour Market. Financial and budgetary skills.
- DUTIES** : Manage and coordinate marketing, promotions and branding for the college. Develop and manage College brand identity. Manage all College signage and document branding (letterheads, Certificates etc). Formulate and ensure implementation of the college branding strategy. Develop and produce College publication i.e. Information brochures, annual reports, pamphlets and program information and newsletter. Manage public relations and media liaison services. Manage all media and general community liaison and communications. Manage all college events including exhibitions participation, prize giving, official functions and special marketing events. Coordinate all media queries and respond as when required. Tracking all the positive and negative stories on the college including forwarding these to the relevant managers. Manage College campaigns on Social Media and Online Communication. Regularly maintain the content, design and layout of the college website. Coordinate College events and provide communication administrative support. Provide photographic services and write stories for the college. Draft articles for the department/college's electronic newsletter. Marketing the department through branding at these events. Verify and make recommendations on all articles. Management of all Human, Financial and other resources of the unit. Provide leadership and guidance to the unit. Manage the development and performance of the staff. Manage the performance agreement of the staff.

- ENQUIRIES** : Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400
- APPLICATIONS** : Forward applications to: KHC20211102@kinghintsacollege.edu.za
- NOTE** : Applications must be submitted on the new Z83 application form which can be downloaded from [www.dpsa.org.za](http://www.dpsa.org.za). An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).
- CLOSING DATE** : 26 November 2021 @ 14H00, applications received after the closing date will not be considered.
- POST 40/30** : **SENIOR ADMINISTRATIVE OFFICER REF NO: NCCET01/11/2021**  
Branch: Community Education and Training (CET)
- SALARY** : R316 791 per annum (Level 08), plus benefits as applicable in the Public Service
- CENTRE** : Central Office, Kimberley
- REQUIREMENTS** : An appropriate Bachelor's Degree/ National Diploma or equivalent 3 years relevant work experience. Knowledge of PERSAL will be an added advantage. The position requires a person who has organizational and administrative skills as well as the ability to arrange and systematize information. A sound knowledge of computer applications, including MS Excel, Ms Access, MS Power point and MS Outlook is required. Written and verbal communication skills; report writing skills; analytical and logistical skills; events planning and administration skills; and information management skills are important for this position.
- DUTIES** : The successful candidate will be expected to execute various administrative tasks including but not limited to: Assisting in preparing submissions and memorandums; Collecting and updating quarterly reports; Maintaining a central registry and file copies of all documentation; Preparing supporting documents and data for meetings; Prepare, verify and distribute documents to DHET Head Office; Follow up on progress of matters referred to Head Office.
- ENQUIRIES** : Ms Phaladi Euginia Tel No: 053 753 0000 / 0010 / 0014
- APPLICATIONS** : Applications quoting the reference number can be emailed to: [ephaladi@nccetc.edu.za](mailto:ephaladi@nccetc.edu.za) or hand delivered to 19 Oliver Road, Klisserville, Kimberley, 8301.
- NOTE** : Applications must be submitted on the new Z83 form obtainable on the internet at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp) or obtainable from any Public Service and accompanied by (1), a comprehensive CV and (2) copies of all qualifications (including matriculation), identity document and valid driver's license (Where is required) as one document in a PDF format (Only shortlisted candidates will be required to submit certified documents/copies on or before the day of the interviews). It is the applicants to ensure that foreign and other qualifications are evaluated by SAQA. The candidate(s) will be required to sign an annual performance agreement. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidate will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualifications/study verification and previous employment verification). Applications received after the closing date will not be considered.
- CLOSING DATE** : 26 November 2021 at 13H00

<b><u>POST 40/31</u></b>	:	<b><u>SENIOR ASSETS OFFICER REF NO: KHC/2021/11/05</u></b> Nature of post: Permanent
<b><u>SALARY</u></b>	:	R257 508 per annum (Level 07)
<b><u>CENTRE</u></b>	:	King Hintsa TVET College – Admin Centre
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NCV L4 or relevant certificate, National Diploma in Financial Management or equivalent with 5 years relevant working experience (Asset Management –GRAP). Knowledge and understanding of Asset Management, Computer skills and driver’s license. Competencies: Good interpersonal skills with strong service orientation and ability to work under pressure. Well-developed writing and communication skills. Solve problems applying innovation thinking. Computer literate. Organised. Self-motivated. Knowledge of PFMA. Knowledge of ITS (Tertiary Integrated Systems) will be an added advantage.
<b><u>DUTIES</u></b>	:	Reconcile IFRS compliant asset register General ledger and prepare all asset management information. Calculations of depreciation for the items procured on monthly basis. Assist with developing, implementing and maintaining internal control measures. Policies and procedures pertaining to asset management. Up keeping consolidating of the asset register. Administering the bi-annual stock taking at all Campuses and head office. Control of the internal audit of assets under construction (moveable and non-moveable assets) to the general ledger. Ensure all fixed assets transactions are accurately recorded. Physical verification of assets. Keeping up to date with IFRS changes and application. Attend to any asset related queries.
<b><u>ENQUIRIES</u></b>	:	Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400
<b><u>APPLICATIONS</u></b>	:	Forward applications to: KHC20211105@kinghinsacollege.edu.za
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver’s license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).
<b><u>CLOSING DATE</u></b>	:	26 November 2021 @ 14H00, applications received after the closing date will not be considered.
<b><u>POST 40/32</u></b>	:	<b><u>DATA CAPTURER REF NO: KHC/2021/11/06</u></b> Nature of post: Permanent
<b><u>SALARY</u></b>	:	R173 703 per annum (Level 05)
<b><u>CENTRE</u></b>	:	King Hintsa TVET College
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ NCV L4. Office Administration or any relevant certificate. At least 1-year experience in capturing of information. ICDL or any advanced Computer Literacy course will be an added advantage. Verbal and Written Communication Skills. Organizational and Time-management Skills. Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Management of data/information. Provision of Data capturing functions. Printing of reports from system. Data verification on student information system (ITS). Perform any other tasks that may be delegated by Supervisor/Manager.
<b><u>ENQUIRIES</u></b>	:	Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400
<b><u>APPLICATIONS</u></b>	:	Forward applications to: KHC20211106@kinghinsacollege.edu.za
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and

copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).

**CLOSING DATE** : 26 November 2021 @ 14H00, applications received after the closing date will not be considered.

**POST 40/33** : **MIS CLERK REF NO: KHC/2021/11/07**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : King Hintsa TVET College - Admin Centre  
**REQUIREMENTS** : Grade 12/NCV L4. Information Technology (L4) or any relevant equivalent certificate. Must have two years' experience in MIS and Data Base Management. Able perform fast processing (typing speed) high accuracy Good filing system Good knowledge MS. Access and Excel must be a good team leader and respect colleagues be and able work under minimal supervision. Excellent verbal communication interpersonal skills. Competencies: IT Skills are appropriate especially the use of Access and /or SQL database. Experience of working within the education sector. Well-developed written and oral communication skills. Good time management and organizational skills. Ability to work under pressure & meet deadlines.

**DUTIES** : Management of data/information. Provision of Data capturing functions. Printing of reports from system. Data verification on student information system (ITS). Perform any other tasks that may be delegated by Supervisor/Manager.

**ENQUIRIES** : Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400  
**APPLICATIONS** : Forward applications to: KHC20211107@kinghintsacollege.edu.za  
**NOTE** : Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).

**CLOSING DATE** : 26 November 2021 @ 14H00, applications received after the closing date will not be considered.

**POST 40/34** : **ASSET CLERK REF NO: KHC/2021/11/08**

**SALARY** : R173 703 per annum (Level 05)  
**CENTRE** : King Hintsa TVET College - Admin Centre  
**REQUIREMENTS** : Grade 12/ NCV L4 with accounting as a subject/any relevant equivalent qualification. 1-2 years' experience in asset Management. Sound knowledge of

<b><u>DUTIES</u></b>	:	PFMA, MFMA. Basic knowledge of supply chain duties, practices as well as the ability to capture data. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment. Knowledge of assets management. Knowledge of ITS will be an added advantage. Knowledge of Supply Chain Policies. Knowledge of Department of Higher Education mandate. Competencies: Planning and organizing, Communication (Good verbal and written), Computer Literacy. Flexibility, Customer care services and Report writing. Compile and maintain records (e.g. asset records/ databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register: Keep records of fixed Asset in their register whenever the assets are acquired and ensure that they are bar-coded and updated in the system. Assist in physical assets verification. Monitor the status of record associated with the assets of the College applying internal procedures to check, verify, update and maintain acquisition, value and location details. Update the insurance company of all new assets acquired as well as disposals. Keep records of assets to be disposed. Apply the policies, procedure, standards and legislation with regards to asset treatment. Maintain proper records keeping of fixed asset and prepare reconciliation.
<b><u>ENQUIRIES</u></b>	:	Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400
<b><u>APPLICATIONS</u></b>	:	Forward applications to: KHC20211108@kinghintsacollege.edu.za
<b><u>NOTE</u></b>	:	Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).
<b><u>CLOSING DATE</u></b>	:	26 November 2021 @ 14H00, applications received after the closing date will not be considered.
<b><u>POST 40/35</u></b>	:	<b><u>DRIVER/MESSENGER REF NO: KHC/2021/11/09</u></b> Nature of post: Permanent
<b><u>SALARY</u></b>	:	R145 281 per annum (Level 04)
<b><u>CENTRE</u></b>	:	King Hints TVET College
<b><u>REQUIREMENTS</u></b>	:	Grade 10/STD 8 or any relevant equivalent qualification. Must have a valid driver's license code 10 with PrDP. Proven working experience as a delivery driver. TVET sector experience will be an added advantage. Good communication skills. Must be able to work with people. Able to cope with the physical demands of the job. Safe driving skills. Competencies: Good communicate skills. Must be able to communicate in English (read, write) Ability to prioritize workload and work under pressure without supervision. Willingness to undergo further training. Recommendations: Trustworthy, Hardworking and team player.
<b><u>DUTIES</u></b>	:	Loading, transporting, and delivering items to clients or businesses in a safe, timely manner. Assisting with loading and unloading items from vehicles. Keeping the company vehicle clean and properly maintained by performing regular washing, cleaning and vehicle maintenance. You have to drive safely, obey the traffic laws, and respect the rights of other drivers. Not only should you concentrate on your own driving, you should also be well aware of the other vehicles around you. Transport staff and students. Deliver documents from campus to campus.
<b><u>ENQUIRIES</u></b>	:	Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400



<b><u>APPLICATIONS NOTE</u></b>	: Forward applications to: KHC20211109@kinghintsacollege.edu.za : Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).
<b><u>CLOSING DATE</u></b>	: 26 November 2021 @ 14H00, applications received after the closing date will not be considered.
<b><u>POST 40/36</u></b>	: <b><u>GENERAL WORKERS (X8 POSTS)</u></b> Nature of post: Permanent
<b><u>SALARY CENTRE</u></b>	: R102 534 per annum (Level 02) : King Hints TVET College: TEKO Campus Ref No: KHC 2021/11/10TEK (X3 Posts) Msobomvu Campus Ref No: KHC2021/11/10MSB (X2 Posts) Centane Campus Ref No: KHC2021/11/10CEN (X1 Post) Willowvale Campus Ref No: KHC2021/11/10WIL (X2 Posts)
<b><u>REQUIREMENTS</u></b>	: Grade 10/STD 8 or any relevant equivalent certificate with proven experience as a General Worker. Any Technical Skill will be an added advantage. Competencies: Good communicate skills. Ability to prioritize workload and work under pressure without supervision. Willingness to undergo further training. Recommendations: Trustworthy, Hardworking and team player.
<b><u>DUTIES</u></b>	: Undertake activities associated with maintaining cleanliness of designated areas including grounds and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments, communication on specific working material requirements etc. Checking, replacing, repairing and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are kept neat and tidy at all times.
<b><u>ENQUIRIES APPLICATIONS NOTE</u></b>	: Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400 : Forward applications to: KHC20211110@kinghintsacollege.edu.za : Applications must be submitted on the new Z83 application form which can be downloaded from www.dpsa.org.za. An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).

**CLOSING DATE** : 26 November 2021 @ 14H00, applications received after the closing date will not be considered.

**POST 40/37** : **CLEANERS (X3 POSTS)**  
Nature of post: Permanent

**SALARY CENTRE** : R102 534 per annum (Level 02)  
King Hints TVET College:  
Central Office Ref No: KHC2021/11/11ADM  
TEKO campus ref no: KHC2021/11/11TEK  
Centane Campus Ref No: KHC2021/11/11CEN

**REQUIREMENTS** : Grade 10/STD 8 or any relevant equivalent qualification with proven experience in cleaning services. Competencies: Good communicate skills. Ability to prioritize workload and work under pressure without supervision. Willingness to undergo further training. Recommendations: Trustworthy, Hardworking and team player.

**DUTIES** : Undertake activities associate with maintaining cleanliness of designated areas and providing support during the relocation of office furniture/equipment with laid down instructions. Receive verbal instructions from the immediate supervisor on the work program and/or priorities related to specific departments. Communication on specific cleaning material requirements. Clean ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, hand towels, providing tea/coffee and water during meetings, checking and reporting defective items to the immediate supervisor for attention. Ensure that areas that are services are kept neat and tidy at all times.

**ENQUIRIES APPLICATIONS NOTE** : Mr MM Ndzame/ Ms. P Soyizwapi at Tel No: 047 401 6400  
Forward applications to: KHC20211111@kinghinsacollege.edu.za  
Applications must be submitted on the new Z83 application form which can be downloaded from [www.dpsa.org.za](http://www.dpsa.org.za). An old or unsigned Z83 form will disqualify an application. The form must be accompanied by an updated comprehensive CV and copies of qualifications, a matric certificate, post-matric qualification(s), a South African green barcoded ID or ID card and driver's license (only shortlisted candidates will be required to submit certified copies). Non-South African citizens must attach a copy of their permanent resident permit. Should one be in possession of a foreign qualification, it must be accompanied by an evaluation certificate for the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to the following checks: Personal suitability; Criminal record; Citizenship verification; Financial/asset record; Qualification/study verification; and Previous employment verification. The college reserves the right not to make appointment(s) to the advertised post(s).

**CLOSING DATE** : 26 November 2021 @ 14H00, applications received after the closing date will not be considered.