

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

- APPLICATIONS** : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be e-mailed to hrapplications@ingwecollege.edu.za
- CLOSING DATE** : 10 December 2021 at 16:30
- NOTE** : Applications must be submitted on the new approved Z83 obtained from schools, colleges and government departments) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. A recent, comprehensive Curriculum Vitae. Copies of all original qualifications (Matric Certificate must also be attached) and academic records, your ID Document and valid driver's license. Applicants must submit copies of qualifications, Identity document and drivers license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
- POST 41/22** : **ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: 2021/11/01**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Ingwe TVET College, Central Office
- REQUIREMENTS** : Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Human Resources Management or Public Administration/Management. Must have a minimum of at least eight years in the human resources and administration environment. Must have a minimum 3 (three) years' experience at salary level 8. Must have depth knowledge of the following legislations: Continuing Education and Training Act (2006), Basic Conditions of Employment Act, Public Service Act, Employment of Educators Act and Labour Relations Act, Skills Development Act, Employment Equity Act, Compensation of Injuries and Diseases Act, Public Service Regulations. Must be able to understand and interpret and apply all other HR and related prescripts including policies. Must have sound interpersonal relations and conflict management skills regarding people management. Good communication skills with a high proficiency in writing. Computer literacy. (MS Word, Ms Excel, Ms PowerPoint. Must have knowledge of PERSAL system and a valid driver's licence. Ability to work under pressure and meet deadlines. Preference will be given to candidate who understand TVET sector and CET sector.
- DUTIES** : Develop and maintain all Human Resources Management, Administrative, systems and practices. Facilitate and oversee recruitment and selection processes as per departmental policies. Manage and render conditions of services (leave, Housing, long service recognition, pension through death, resignation and retirement.

Coordinate the design review and implementation of the College organizational structure. Facilitate the development of job descriptions. Maintain and manage employee personal records. Facilitate, manage, develop and implement employee health and wellness programme. Develop, manage and facilitate the training and development programmes (i.e. staff trainings, bursaries, internships and Learnership) Provide the coordination and implementation of performances management systems (PMDS & IQMS). Coordinate, develop and monitor the implementation of Employment Equity plan and report. Prepare and coordinate the documents for the governing structure including submissions. Attend all internal and external HR matters from relevant stakeholders. Prepare HR reports as required by the institutions and departmental processes. Ensure that the College has all required HR policies and other relevant prescripts. Facilitate the HR risk register as it is required for auditing and control purposes. Ensure that all HR audit findings are addressed with the time frame as required by Auditor – General and the head office.

ENQUIRIES : Ms NH Mhlongo Tel No: (039) 940 2142

POST 41/23 : **SENIOR BUSARY OFFICER: REGISTRATION SERVICES REF NO: 2021/11/02**

SALARY : R321 543 per annum (Level 08)
CENTRE : Ingwe TVET College, Central Office
REQUIREMENTS : Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Financial Management/ Accounting. Must have a minimum of at least 3 - 5 years in the experience financial environment/ bursary environment. Knowledge of PFMA and CET act. Knowledge of basic financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public service financial legislations, procedure and treasury Regulations (PFMA, DORA, PSR, PPPFA, financial manual) Computer literacy. Good communication and interpersonal skills. Valid driver's license.

DUTIES : Ensure overall supervision and coordinate student bursary schemes and financial aid administrative support services for the entire college. Ensure the overall supervision and administration of bursary and financial aid schemes application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorization of disbursement of funds. Ensure overall supervision and Facilitation of other financial aid schemes i.e. WRSETA, HWSETA etc. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student's applications in terms of the Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate report on all bursary and financial aid allocations for the entire college. Supervise human, physical and financial aid resources. Report on all bursary and financial aid allocations to financial aid committee and other stakeholders.

ENQUIRIES : Ms NA Damoyi Tel No: (039) 940 2142

POST 41/24 : **SENIOR ADMINISTRATIVE OFFICER: OCCUPATIONAL HEALTH AND SAFETY (FACILITIES MANAGEMENT) REF NO: 2021/11/03**

SALARY : R321 543 per annum (Level 08)
CENTRE : Ingwe TVET College, Central Office
REQUIREMENTS : Senior Certificate or equivalent. Appropriate Degree/ National Diploma in Environmental Management/Science/ Safety Management or related qualification. Must have a minimum of at least 3 - 5 years in Facilities Management, Occupational Safety, Health and Environment. Knowledge of prescripts and general legislation relating to Health and Safety. Knowledge of Health and Safety Act 85 of 1993 and related Regulations. Good Interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills, planning ability, Computer literacy (including Excel, Word, Access and PowerPoint. A valid driver's license.

DUTIES : Ensure overall supervision, coordination, implementation and monitor compliance on SHERQ programmes. Ensure overall supervision and coordinate the establishment of an OHS committee. Ensure overall supervision and conduct OHS-related training and continuous educational programmes. Ensure overall

supervision and identify hazard and risks at the workplace and initiate appropriate actions. Ensure overall supervision, develop, implement and monitor SHERQ management system. Supervise human, physical, financial and other resources. Conduct incident investigation and generate reports, conduct Health and Safety workshops for the College staff, compile weekly, monthly, quarterly and annual health and safety statistics and reports. Ensuring adherence to safety and health standards in accordance with OHSACT and COIDA.

<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>POST 41/25</u>	:	<u>SENIOR MIS OFFICER: TVET MANAGEMENT INFORMATION SYSTEM REF NO: 2021/11/04</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum (Level 08) Ingwe TVET College, Central Office Senior Certificate or equivalent. Appropriate Degree/ National Diploma in Information Technology/Information Systems/ Data Management. Must have a minimum of at least 3 - 5 years working experience in Data Management/ TVET MIS environment or any relevant knowledge. Knowledge of policies and governance environment of TVET Colleges including knowledge of TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management, knowledge and understanding of Information Management, knowledge, understating, application and interpretation of office management, Business Management System (BMS), data warehouse and IT prescripts. Good communication, planning, organizing and Interpersonal skills. Problem solving and time management, financial management, report writing. Ability to function without supervision, work under pressure. Team Leadership; Computer literacy (knowledge of MS packages). A valid driver's license.
<u>DUTIES</u>	:	Set up the system in readiness for enrolment and support other processes; Control the quality of captured data and report if there are errors, Maintain the College TVET MIS system; Manage the student data; Use various tools, extract data to facilitate statistical reporting; Interact with service provider regarding upgrades and request for assistance; Maintain data on student registration and submit monthly reports; Compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET; Compile monthly, quarterly and annual reports as requested. Set up the student system for registration of students and ensure creditability and reliability; maintain the ITS student system and other related system; Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office. Render service to the staff and stakeholders.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>POST 41/26</u>	:	<u>STUDENT SUPPORT (LIAISON) OFFICER (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R261 372 per annum (Level 07) Ingwe TVET College: Maluti Campus: Ref No: 2021/11/05 Mount Fletcher Campus: Ref No: 2021/11/06 Mount Frere Campus: Ref No: 2021/11/07 Ngqungqushu Campus: Ref No: 2021/11/08 Siteto Campu: Ref No: 2021/11/09
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 7 in Psychology or Social Sciences majoring in Psychology, 2 - 3 years' experience in Student Support Services. Knowledge of PSET and CET act, Student Support Services Framework and Disability Framework, understanding of Electoral processes and legislation related to Financial Aid Scheme. Understanding of TVET sector. Computer literacy and a valid driver's license, good communication and interpersonal skills.
<u>DUTIES</u>	:	Provide Student Support Services in campus. Provide student counselling or referral services. Implement Workplace Based Learning (WPBL), student health and wellness including sports, arts and culture programs in the campus. Facilitate

		student governance and leadership support and development. Implement exit support program.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>POST 41/27</u>	:	<u>TECHNICIAN: INFORMATION TECHNOLOGY REF NO: 2021/11/10</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Ingwe TVET College, Central Office
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent. A recognized undergraduate qualification NQF level 6 in Information System/ Technology/ Computer as recognized by SAQA. Must have a minimum of at least 2 - 3 years in ICT infrastructure, networks, Desktop and Operating systems. Experience with Microsoft packages with include Office, Information Systems. Experience with supporting thin clients, communicate verbal and written skills. Problem solving skills, collaborative and excellent people skills, creative and analytical. Valid Divers license.
<u>DUTIES</u>	:	Diagnose software and hardware problems, Desktop and printer management, support computers, printers and other hardware, computer installations, manage helpdesk issues, manage corporate Anti – virus protection for all computers, Provide support to all staff on IT related problems. Track and prioritise ICT support calls and document the resolution. Install, configure new computer and other IT equipment, Identify problems and repair existing ICT equipment, keep track of IT supplies and equipment. Provision for the measure and adherence of policies and standards.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>POST 41/28</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 2021/11/11</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Ingwe TVET College, Central Office
<u>REQUIREMENTS</u>	:	Senior Certificate or equivalent. Appropriate Degree/ National Diploma in Psychology or BA Social Science, Social work, BA Psych, BA Behavioural sciences with Psychology as a major subject, with 2-3 years' experience working in EHP environment. Knowledge of computer system as well as MS Word, MS Excel and MS PowerPoint and outlook. Valid driver's license. Knowledge on employee Health and Wellness Integrated strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, an in – depth knowledge in conducting counselling, psycho – education, and traumadebriefing. Understanding of all Piliir processes and COID Act. Interpersonal relations skills, Communication skills (written, presentation, verbal and listening) Analytical thinking, problem – solving and decision making skills, presentation skills, strategic capability, change of management skills, report writing skills, client orientation, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations and policies. Must be registered with HPCSA.
<u>DUTIES</u>	:	Administer the Employee Health and Wellness Programme, Assist with planning, coordination, and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes. Provide advice and guidance to management and staff on EHW related matters. Ensure the monitoring and evaluation of the EHW, Benchmark EHW practices to ensure best practice in all EHW programmes for the College staff. Promote health awareness and the facilitation of health – related events, activities and interventions (Wellness Day, HIV/AIDS etc.) Conduct counselling, psycho – education and trauma – debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leave and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing first – Aid to employees and management administration of Injury on duty. Active case management, effective record management, Compiling and writing EHW reports.
<u>ENQUIRIES</u>	:	Ms NH Mhlongo Tel No: (039) 940 2142

<u>POST 41/29</u>	:	<u>HR CLERK: GENERAL ADMINISTRATION SUPPORT SERVICES REF NO: 2021/11/12</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum (Level 05) Ingwe TVET College, Mount Fletcher Campus Senior Certificate or equivalent. Appropriate National Diploma (NQF level 6) in Human Resources Management. One year working experience in Human Resources Management. Advanced computer skills, Knowledge of payroll system and Persal will be an added advantage. Excellent administration skills and communication skills (both written and verbal)
<u>DUTIES</u>	:	Assist in recruitment and selection process, compiling adverts, serve as secretary on interviews. Assist on coordinating PMDS and IQMS. Assist in service benefits, housing allowances and leave management. Assist on doing terminations through death, resignations and retirement.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>POST 41/30</u>	:	<u>DRIVER/MESSENGER: GENERAL ADMINISTRATION SUPPORT SERVICES REF NO: 2021/11/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R124 434 per annum (Level 03) Ingwe TVET College, Mount Fletcher Campus Minimum requirement: Matric or equivalent, Demonstrable competency in acting Independently. Accountable and with credibility. Able to work extended hours, Reliable. Excellent communication skills, Ability to communicate in at least two of the three official languages of the Eastern Cape. Able to work under pressure. A valid driver's license. PDP will be an added advantage. Be flexible to change demands of the post.
<u>DUTIES</u>	:	Maintain an effective and efficient messenger service. Delivery and collection of documents to and from the campus and administration office. Delivery and collection of mail at the post office. Collect, record and distribute correspondences for the College
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>POST 41/31</u>	:	<u>HANDYMAN: GENERAL ADMINISTRATION SUPPORT SERVICES REF NO: 2021/11/14</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R124 434 per annum (Level 03) Ingwe TVET College, Maluti Campus Minimum requirement, Grade 12 or equivalent. Appropriate experience in handyman work. Appropriate experience in Carpentry, Electrical/ relevant certificate. Willingness to travel and work overtime. Ability to communicate in at least two of the three official languages of the Eastern Cape. Good organising and planning skills and to function independently as well as a team. Knowledge of appropriate/relevant circulars, policies, regulation and instructions. Trade Certificate will be an added advantage. A valid driver's license.
<u>DUTIES</u>	:	Assist with repairs and maintenance around the campus, blocking sink and clogged drains. Responsible for maintenance and repairs of Campus equipment. Perform administration related to handyman functions and keep records elementary and statistics.
<u>ENQUIRIES</u>	:	Ms NA Damoyi Tel No: (039) 940 2142
<u>POST 41/32</u>	:	<u>CLEANERS: GENERAL ADMINISTRATION SUPPORT SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R104 073 per annum (Level 02) Ingwe TVET College: Mount Frere Campus: Ref No: 2021/11/15 Central Office: Ref No: 2021/11/16 ABET qualification or Grade 10 as minimum requirement. Knowledge of cleaning procedures, maintenance procedures, and safety requirements attached to the duties of the posts. Ability to operate electrical equipment e.g. Lawnmowers. Basic literacy and numeracy skills to read operating instructions and notices. Be flexible to change demands of the post.

DUTIES

: Ensure the cleaning of classrooms/offices and surroundings. Ensure that a high level of cleanliness throughout the campus/offices. Empty litter bins and dumping, wash dustbins. Sweeping passages, floors, offices. Scrubbing, moping and polishing floor. Dust and polish furniture. Ensure all equipment, machinery and buildings are secure, keep tool shed/mess room clean and tidy. Clean toilets, basins and wall tiles.

ENQUIRIES

: Ms NA Damoyi Tel No: (039) 940 2142