

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
GOLDFIELDS TVET COLLEGE AND UMGUNGUNDLOVU TVET COLLEGE**

MANAGEMENT ECHELON

- POST 42/68** : **CHIEF DIRECTOR: SETA CO-ORDINATION REF NO: DHET 01/10/2021**
Branch: Skills Development
Directorate: Seta Coordination
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum (Level 14) (All-inclusive Remuneration Package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7), or equivalent qualification. A relevant post-graduate qualification (NQF Level 8) will be an added advantage. This must be supported by experience in the Skills Development Sector or related training environment. Minimum of five (5) to ten (10) years proven experience at Senior Management level. The candidate must have sound expertise on strategic leadership and management experience. Excellent understanding of policy development and interpretation: (i.e., Grant regulations, Skills Development Act, Work Integrated Learning etc.) Knowledge And Skills: Applicants must have extensive knowledge of the following: Government relevant prescripts, policies and procedures; Labour Relations Act; Skills Development Act; Skills Development Levies Act; Employment Equity Act and Public Finance Management Act; Batho Pele Principles; National Skills Development Strategy; Financial management and budgeting; Governance; Project Management; Research and Policy development; Knowledge and people management and strategic planning. Applicants must have the following skills: Good interpersonal and communication skills; Financial and human resources management skills; Presentation skills; Planning and organising skills; Analytical and innovative thinking, negotiation skills and change and diversity management skills are essential. A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be reporting to the Deputy Director-General and will be responsible to provide strategic leadership, management and technical supports, monitor and reports on implementation of the national skills development strategy at sectoral level through establishment and managing the performance of service level agreements with Sector Education and Training Authorities (SETAs). Develop and maintain a definitive list of scarce and critical skills and publish a state of skills report annually. Develop and communicate regulations for skills planning. Develop and implement an implementation plan for national skills development. Maintain and update an accurate and accessible organising framework for occupations list. Perform monitoring and evaluation planning and reporting is effectively developed and implemented in alignment with Departmental requirement; and is used to monitor and evaluate the current National Skills Development System Implementation. Develop and implement a Branch management information system in alignment with Departmental requirements, to facilitate the provision of performance information to staff, institution, learners, and citizens. Develop a centralised contract information management system for learner training schemes, interfacing with SETA systems. Manage annual Service Level Agreements between the Department and SETAs and their monitoring in line with the Service Level Agreement. Develop and review skills development legislation, regulations, policies, systems and guidelines. Develop and align Sector Skills Plans to the current National Skills Development Strategy. Monitor and promote the effective implementation of transformative social inclusion and cohesion policies throughout the Skills Development sector.
- ENQUIRIES** : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165
- APPLICATIONS** : Forward your application to the following e-mail address: DHET01102021@dhet.gov.za
- NOTE** : NB: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of

applications: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and must be accompanied by (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document and valid driver's licence (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 applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not Be Considered Note: All short-listed candidates will be required to undertake writing/presentation exercises. The successful candidate will be required to write a competency assessment, sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. Disclaimer Considering restrictions on travel during phases 5 to 1 of lockdown levels, you are encouraged to e-mail your application with the relevant supporting documentation. You must quote the reference number in the subject line. The successful candidate will not be appointed before completion of the Pre-entry Certificate for SMS positions as prescribed by the DPSA

- CLOSING DATE** : 21 December 2021
- POST 42/69** : **CHIEF DIRECTOR: INTERNATIONAL RELATIONS REF NO: DHET02/10/2021**
Branch: Planning, Policy and Strategy
Chief Directorate: International Relations
- SALARY CENTRE REQUIREMENTS** : R1 2517 183 per annum (Level 14) (All-inclusive Remuneration Package)
: Pretoria
: An appropriate bachelor's degree/ advanced diploma (NQF Level 7), or equivalent qualification. A relevant post-graduate qualification (NQF Level 8) will be an added advantage. This must be supported by extensive experience knowledge in International Relations sector and/or education development environment. Minimum of five (5) to ten (10) years proven experience at Senior Management level. The candidate must have sound expertise on strategic leadership and management experience. Knowledge And Skills: Applicants must have extensive knowledge of the following: Government relevant prescripts, policies and procedures; International relations policies; Labour Relations; Employment Equity Act and Public Finance Management Act; Batho Pele Principles; Financial management and budgeting; Governance; Project Management; Research and Policy development; Knowledge of South African's foreign relations environment; Official Development Assistance (ODA) Management Education, Training and Development studies background. Applicants must have the following skills: Good interpersonal relations, strategic leadership skills; Project management and communication skills; Financial and human resources management skills and experience; Presentation skills; Planning and organising skills; Analytical and innovative thinking; Negotiation skills; Change and diversity management skills. A valid driver's license and willingness to travel.
- DUTIES** : The successful candidate will be reporting to the Deputy Director-General and will be responsible for the promotion, coordination and monitoring of international relations concerning education and training matters between

South Africa and the rest of the world. The partnerships are guided by the government's foreign and education and training policies and programmes. Oversee the servicing of all bilateral and multilateral agreements and manage the overall co-operation programmes. Coordinate and manage the internationalisation framework and guidelines document on the role of international relations in education and training. Provide strategic leadership and leverage the official development assistance opportunities to support and strengthen the education and training sector. Manage relevant policies and programmes to achieve the implementation of the international programmes in education and training. Ensure that the Department meets its obligations in relations to international conventions and instruments to which it is a party to. Oversee the research of education developments in the countries with which the Department is dealing. Provide strategic leadership to the new and ongoing partnership with international agencies and foreign governments. Manage the outreach partnership with countries of the South. Represent the Department on various international committees and in particular on the United Nations Educational Scientific and Cultural Organisation (UNESCO), International Labour Organisation (ILO), Commonwealth, African Union and Age Discrimination in Employment Act (ADEA). Liaise with government departments, specialist agencies and Non-Government Organisations (NGOs) and harness relations with countries and agencies in support of the education and training agenda of the Department. Liaise closely with all implementation partners including the universities, TVET colleges and Sector Education and Training Authorities (SETAs) on their International Relations activities. Handle confidential information with discretion. Promote and share South Africa's best educational practices and expertise abroad and access the best international expertise to support the work of DHET policymakers. Perform delegations' duties and responsibilities under the Public Finance Management Act. Manage the Medium-Term Expenditure Framework (MTEF) budget and monthly cash flow statements and provide overall management and accountability of staff in the Chief Directorate and ensure efficient and effective use of resources.

ENQUIRIES : Mr P Mtshali Tel No: 012 312 5089 / Mr R Kgare Tel No: 012 312 5442 / Mr D Moyane Tel No: 012 312 5165

APPLICATIONS : Forward your application to the following e-mail address: DHET02102021@dhet.gov.za

NOTE : NB: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies.asp or obtainable from any Public Service Department and must be accompanied by (1) a comprehensive CV, and (2) copies of all qualifications (including matriculation), identity document and valid driver's licence (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 applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. The successful candidate(s) will be required to undergo a Competency Assessment. One of the minimum entry requirements for SMS position is the Pre-entry Certificate. No appointment will take place without the successful completion of pre-entry certificate and submission thereof. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this

advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not Be Considered

CLOSING DATE : 21 December 2021

OTHER POSTS

POST 42/70 : **ASSISTANT DIRECTOR – STUDENT SUPPORT SERVICES REF NO: GC2021/59**

SALARY : R477 090. per annum (Level 10) plus benefits as applicable in the Public Service

CENTRE : Goldfields TVET College

REQUIREMENTS : Matric Certificate together with an appropriate Bachelor's Degree/National Diploma (NQF Level 6) or qualification specifically in Education / Social/ Behavioural Sciences; Qualification in Psychology or Social work will be an added advantage; 5 years of relevant working experience, computer literacy (MS Office: Excel, Word and PowerPoint) and a valid driver's licence. Recommendations: Supervisory/ managerial experience will be an added advantage. Knowledge of PSET and CET Act, Knowledge of Teaching and Learning, Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act, Knowledge of the National Student Financial Aid Scheme and related legislation, Knowledge of the Public TVET Sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge of Education Act, Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving. Valid drivers license.

DUTIES : Oversee administration of the student support services unit. Develop the Annual Student Support Services (SSS) Operational plan, assigning relevant tasks to the staff and ensuring progress against the approved annual targets. Develop and review relevant SSS policies, processes, procedures, and job profiles. Ensure that learner's information is captured on Coltech. Provide student with career guidance, counselling and academic support. Develop and monitor implementation of relevant career guidance plans for prospective students and enrolled students towards academic achievement. Liaise with the Work Integrated Unit Manager and relevant stakeholders in ensuring a well-developed system in providing the adequate workplace student experience. Monitor, control and direct career guidance at the central office and campus level. Ensure implementation of counselling, guidance policy, procedure and best practice. Coordinate and monitor the provision of counselling services across the college. Design life skills programme as a proactive measure for counselling. Manage counselling services conducted by SSS to ensure that services are conducted at the required standard and comply with code of ethics. Ensure that individual counselling services take place including intervention programmes on psycho-social issues that affect students. Ensuring that counselling database system is designed and frequently updated for referral purposes. Track the behaviour and academic performance of students participating in internal and external counselling programmes. Oversee and maintain the sport, recreation, arts and culture activities for students. Ensure that there is Sport, Arts and Culture annual activity plan and budget. Facilitate student governance and student leadership development. Coordinate and monitor annual SRC election processes. Coordinate training and mentoring on SRC roles, duties, protocols and practices. Facilitate regular reviews and update student Code of Conduct guidelines and SRC constitution. Monitor the implementation of the student orientation and induction programmes. Support the College Student Financial Aid Officer with advocacy on the NSFAS Bursary Management System. Management of all Human, Financial and other resources of the unit performing of any other duties as delegated by the supervisor.

ENQUIRIES : Dr RS Radile Contact No: 0579106000

APPLICATIONS : must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or Email to: recruit@goldfieldstvet.edu.za

NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact

details). In terms of COVID 19 Safety Protocols copies need not be certified when applying for a post. Communication from the HR regarding the requirements for certified documents will be limited to shortlisted candidates. 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 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. The College/DHET reserves the right not to make appointments and 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. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

<u>CLOSING DATE</u>	:	10 December 2021 at 16:00
<u>POST 43/71</u>	:	<u>ASSISTANT DIRECTOR – INFORMATION TECHNOLOGY (ICT) REF NO: GC2021/58</u>
<u>SALARY</u>	:	R382 245. per annum (Level 09)(plus benefits as applicable in the Public Service)
<u>CENTRE</u>	:	Goldfields TVET College
<u>REQUIREMENTS</u>	:	Recognized National Diploma (NQF 6) in Information Technology or related qualification and at least 3 to 5 years working experience in IT environment and a valid driver's licence. Recommendations: Knowledge of computer hardware, software and programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system. Knowledge and understanding of the ICT policies and relevant legislation. The following skills will also be an added advantage administer computer hardware, software and network, administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, planning and organizing and people management.
<u>DUTIES</u>	:	Develop, review and monitor the implementation of Information Communication Technology (ICT) policies; Conduct research regarding national and provincial policy framework, legislation, collective agreements, internet, relevant readings etc. Ensure consultation process of draft policies with all relevant stakeholders. Ensure that all new ICT policies are work shopped to all staff. Ensure the development, establishment of appropriate E-governance and ICT policies, frameworks and standards. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data. Perform system backups. Research and develop specifications for (Local Area Network& Wide Area Network) LAN and WAN technologies according to the college's requirements. Procure LAN and WAN technologies. Distribute LAN and WAN access to students and staff according to college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges. Troubleshooting, resolving and documenting all ICT related issues. ICT software and hardware, Maintenance. Research and develop plans for software and hardware products required for technologies and systems which will enable the college's core business, support functions and programs. Advice on Procurement of college software and hardware according to the college's needs. Distribute software and hardware for use by students and staff according to the college's policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software and advises on updating. Keep up to date with the latest developments of hardware and software in education. Manage

all licensing of software that the college is using and ensure that they are valid and appropriate. Assist with the procurement of intranet and internet products and services according to the college's needs. Ensure access of intranet and internet in the colleges. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit.

ENQUIRIES : may be directed to Mr MG Pheko: Manager; Human Resource Management at Tel No: (057) 910 6000

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NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of COVID 19 Safety Protocols copies need not be certified when applying for a post. Communication from the HR regarding the requirements for certified documents will be limited to shortlisted candidates 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 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. The College/DHET reserves the right not to make appointments and 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. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

CLOSING DATE : 10 December 2021 at 16:00

POST 42/72 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: GC2021/60**

SALARY CENTRE : R321 543. per annum (Level 8) plus benefits as applicable in the Public Service
: Goldfields TVET College

REQUIREMENTS : A Recognised Bachelor's Degree or equivalent three (3) years National Diploma in Accounting/ Financial Management qualification (NQF level 6). 3-5 years' experience in the financial management environment. Knowledge of GRAP standards requirements. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions. Knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, GRAP, PPPFA, Financial Manual). Knowledge of basic financial operating systems (COLTECH, SAGE).

DUTIES : Prepare and capture the necessary correction journals (monthly and year end). Perform all general ledger reconciliations on monthly. Prepare monthly variance reports (budget vs actuals). Provide supporting information for preparations of Financial Statements. Supervise and assist with general financial accounting services. Supervise and manage asset reconciliation. Supervise and provide management of debt services.

ENQUIRIES : Mr LP Norman Contact No: 057 910 6000

APPLICATIONS : must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or Email to: recruit@goldfieldstvet.edu.za

NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of COVID 19 Safety Protocols copies need not be certified when applying for a post. Communication from the HR regarding the requirements for certified documents will be limited to shortlisted candidates 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 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. The College/DHET reserves the right not to make appointments and 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. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

CLOSING DATE : 10 December 2021 at 16:00

POST 42/73 : **STATE ACCOUNTANT: ASSET MANAGEMENT REF NO: GC2021/61**

SALARY : R261 372. per annum (Level 7) plus benefits as applicable in the Public Service
CENTRE : Goldfields TVET College
REQUIREMENTS : A Recognised Bachelor's degree or equivalent National Diploma in Financial Management (NQF level 6) with 2-5 years' experience. Knowledge of GRAP 17 assets management Previous experience and latest skills with assets management. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, GRAP, PPPFA, Financial Manual). Knowledge of basic financial operating systems (COLTECH, SAGE)

DUTIES : Maintain Asset Register in accordance with GRAP 17. Assist with GL reconciliation to Asset Register. Assist with Financial Policies, processes, and procedures. Render a budget preparation support service. Assist to coordinate and communicate budgets with internal departments. Supervise and perform Asset Management. Supervise staff.

ENQUIRIES : Mr LP Norman Contact No: 057 910 6000
APPLICATIONS : must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or Email to: recruit@goldfieldstvet.edu.za

NOTE : A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of COVID 19 Safety Protocols copies need not be certified when applying for a post. Communication from the HR regarding the requirements for certified documents will be limited to shortlisted candidates 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 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. The College/DHET reserves the right not to make appointments and 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. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

CLOSING DATE : 10 December 2021 at 16:00

POST 42/74 : **STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: GC2021/62**

SALARY : R261 372 per annum (Level 7) plus benefits as applicable in the Public Service
CENTRE : Goldfields TVET College
REQUIREMENTS : A Recognised Bachelor's Degree or equivalent National Diploma in Financial Management (NQF level 6) with \2-5 years' experience in accounting and financial management. Knowledge of GRAP standards requirements. Basic knowledge of financial functions, practices as well as the ability to capture data,

<u>DUTIES</u>	:	operate computer. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, GRAP, PPPFA, Financial Manual). Knowledge of basic financial operating systems (COLTECH, SAGE). Review and ensure correctness all Financial Accounting transactions documents. Prepare monthly financial service registers (Unallocated deposit, Commitments, etc.). Ensure correct classification of transactions on general ledger accounts. Supervise and manage expenditure and general payment services. Assist and perform monthly stock (textbooks) reconciliation reports and adjustments. Supervise and perform salary administration support services.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr LP Norman Contact No: 057 910 6000
<u>NOTE</u>	:	must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or Email to: recruit@goldfieldstvet.edu.za A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of COVID 19 Safety Protocols copies need not be certified when applying for a post. Communication from the HR regarding the requirements for certified documents will be limited to shortlisted candidates. 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 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. The College/DHET reserves the right not to make appointments and 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. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	10 December 2021 at 16:00
<u>POST 42/75</u>	:	<u>PROJECT COORDINATOR REF NUMBER: UTVETC/PC/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 per annum (Level 06) plus benefits UMgungundlovu TVET College A Diploma or Degree in Public Management/ Community Development/relevant qualification. Two (02) years of project implementation experience. A driver's license. Understanding of the TVET College's core mandates. Good and solid communication skills. Excellent computer literacy including MS Word, MS Excel and MS PowerPoint. Report writing and presentation skills. Ability work within multi-disciplinary settings. Detail orientated, flexible and creative.
<u>DUTIES</u>	:	Coordinate /manage all SETA and other related projects including Community Outreach Programmes at Learnership site or Campus. Conduct monitoring on projects. Ensure that quality facilitation, assessments and moderation take place. Compile project reports. Ensure that all administration on projects is complete. Ensure that various departments are prepared for audits from DHET, SETA's and QCTO. Monitor portfolios and ensure that all POE's are up-to-date. Advise students with regards to course and subject selection. Manage the SETA management system. Ensure that learner evaluations are recorded. Ensure training venues are set-up and conducive for teaching and learning. Ensure that facilitators have relevant teaching and learning resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Miss N Julia at Tel No: (033) 816 8619 UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.
<u>NOTE</u>	:	Candidates who wish to apply must forward copies of their Senior Certificate, Qualifications, Academic Record, ID copy, driver's license, together with a comprehensive CV and fully completed and signed New Z83 form (obtainable from all Government Departments). Each application should be submitted in an envelope with the reference number of the post clearly indicated. It is the

		responsibility of the applicant to ensure that his/her foreign qualifications have been verified and evaluated by the South African Qualifications Authority and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. 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.
<u>CLOSING DATE</u>	:	10 December 2021 at 16:00
<u>POST 42/76</u>	:	<u>SUPPLY CHAIN MANAGEMENT: ADMINISTRATION CLERK REF NO: UTVETC/SCM-AC/21 (1 POST)</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05) Plus benefits
<u>CENTRE</u>	:	UMgungundlovu TVET College
<u>REQUIREMENTS</u>	:	A diploma in Financial Management/ Business Management/ Public Management together with 18 months relevant experience and one year administrative experience. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations; In-depth knowledge of financial systems, e.g. LOGIS; A valid driver's licence will be an added advantage. Skills and Competencies: Planning and organising skills; Good interpersonal relations; Effective communication skills (written and verbal); Computer literacy; Ability to work independently and meet deadlines. The ability to work under pressure, work in a team and preparedness to work overtime when required.
<u>DUTIES</u>	:	Sourcing of quotation as per National Treasury guidelines; Receive and assess quotation to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Request, prepare and compile quotes; Ensure that all relevant forms are attached; Extend the validity periods of quotes in advance of expiry dates; Capturing of awarded contracts on National Treasury contracts registration application (CRA); Ensure procedures comply with SCM policies; Ensure proper filing and safe keeping of documents; Ensure timeous processing of payments to suppliers; Receiving and issuing of stock items; Perform other duties as delegated by the supervisor.
<u>ENQUIRIES</u>	:	Miss N Jula at Tel No: (033) 816 8619
<u>APPLICATIONS</u>	:	UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.
<u>NOTE</u>	:	Candidates who wish to apply must forward copies of their Senior Certificate, Qualifications, Academic Record, ID copy, driver's license, together with a comprehensive CV and fully completed and signed NEW Z83 form (obtainable from all Government Departments). Each application should be submitted in an envelope with the reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified and evaluated by the South African Qualifications Authority and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. 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.
<u>CLOSING DATE</u>	:	10 December 2021 at 16:00
<u>POST 42/77</u>	:	<u>ASSET ADMINISTRATION CLERK REF NUMBER: UTVETC/TLC/PERM21 (1 POST)</u>
<u>SALARY</u>	:	R176 310 per annum (Level 05) plus benefits
<u>CENTRE</u>	:	UMgungundlovu TVET College
<u>REQUIREMENTS</u>	:	A diploma in Public Management/Management Assistant/Human Resource Management/relevant qualification. 1-2 years clerical experience in transport / fleet management / logistics or relevant experience. A driver's license code 10 with PDP. Understanding of the TVET College's core mandates. Good and solid communication skills in both English and IsiZulu (Good verbal and written). Excellent computer literacy including MS Word, MS Excel and MS PowerPoint. Flexibility, Customer care services, Report writing, Flexibility, Teamwork. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of traffic laws. Monitoring and evaluation. Planning and organizing. Knowledge of Department of Higher Education mandate.

- DUTIES** : Render administrative support for government garage and College vehicles. Process requisition for transport. Quality assures trip authorities have the required attachments. Issue trip authority documents and vehicle keys to the driver. Conduct car inspections before and after the trip. Capture kilometers travelled and any other relevant information. Check and ensure that all license vehicles are up to date. Check and ensure that all campus vehicles are safely parked Safe. Ensure that vehicle checks are conducted before and Assist in ensuring that vehicles are kept in good working condition and keep log books and petrol cards up to date. Processing of infringements, assist in administration and controlling of petrol card and issue petrol cards. Report petrol card to be replaced or renewed. Capture and record petrol slips. Assist in compiling the monthly/quarterly fuel duty report for the campus. Assist in ensuring effective and efficient utilization of subsidized vehicles. Capture kilometres travelled and costs involved on all subsidized vehicles. Handling of all vehicles incidents and accidents. Perform asset related functions as required
- ENQUIRIES APPLICATIONS** : Miss N Julia at Tel No: (033) 816 8619
: UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.
- NOTE** : Candidates who wish to apply must forward copies of their Senior Certificate, Qualifications, Academic Record, ID copy, driver's license, together with a comprehensive CV and fully completed and signed NEW Z83 form (obtainable from all Government Departments). Each application should be submitted in an envelope with the reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified and evaluated by the South African Qualifications Authority and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. 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.
- CLOSING DATE** : 10 December 2021 at 16:00
- POST 42/78** : **SECURITY OFFICER REF NO: UTVETC/TLC/PERM21 (2 POST)**
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum (Level 03) plus benefits
: UMgungundlovu TVET College
: A National Senior Certificate/NQF4 and 5 Certificates. A Security Certificate: Grade C with PRSIR. At least one (1) to two (2) years' work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit with no criminal record and must be able to work under pressure/hostile/violent situation. Knowledge of numeracy and operating equipment. A firearm licence will be an added advantage.
- DUTIES** : Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all College security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complains. Inspect Security Service provider registers. Conduct access control as well as access control cards. Print access control cards. Activate and deactivate access control cards. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.
- ENQUIRIES APPLICATIONS** : Miss N Julia at Tel No: (033) 816 8619
: UMgungundlovu TVET College, Human Resource Department, Private Bag X9060, Pietermaritzburg, 3200. Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street, Pietermaritzburg, 3201.
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