

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

- APPLICATIONS** : All applications should be posted to: Deputy Principal Corporate Services: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem, 9700, or emailed to hrrecruitment@malutitvet.co.za. Please quote the relevant reference number on the subject line for emailed applications. No Faxed or Hand Delivered applications will be accepted
- CLOSING DATE** : 04 February 2022 at 13:00
- NOTE** : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated and signed) and should be accompanied by copies of formal qualifications, copy of academic transcript, copy of unendorsed valid driver's licence (where applicable) and copy of ID (both sides if it is a smart card ID), a comprehensive CV with contact details of at least three references and any other relevant documents. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. People with disability are encouraged to apply. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondance will be limited to shortlisted candidates only. Successful candidates will be subjected to security screening. Maluti TVET College reserves the right to withdraw any of the above mentioned positions.

OTHER POSTS

- POST 01/18** : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: MALUTITVET/ASD-IT/2021**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Corporate Office (Bethlehem)
- REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Information Technology or related qualification. 5 years relevant experience gained in an IT environment of which 3 years is supervisory/managerial experience. Recommendation: Knowledge of computer hardware, software and programmes. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the ICT policies and relevant legislation. People skills. Unendorsed Valid Driver's Licence.
- DUTIES** : Manage the Information System of the College. Manage and maintain the network of the College. Maintain ICT software and hardware of the College. Manage human, financial and all other resources of the unit. Develop and implement IT governance in tandem with the IT Committee. Implement best practice guides for the organization. Conduct regular system audits. Generate and distribute operational system reports with Senior Staff. Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages. Compile, monitor and manage the IT budget of the College. Perform any other duty related to the post.
- ENQUIRIES** : Mr GD Mokoena Tel No: 058 303 1732
- POST 01/19** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: MALUTITVET/ASD-IA/2021**
- SALARY** : R382 245 per annum (Level 09)
- CENTRE** : Corporate Office (Bethlehem)
- REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Three (3) year tertiary qualification in Internal Audit/Accounting. Three (3) years functional experience in Internal Audit environment. Minimum of three (3) years supervisory experience. Computer Literacy (MS Word, MS Power Point, MS Excel) Recommendation: Registered member with professional body e.g.

Institute of Internal Auditors (IIA). Unendorsed valid driver's licence. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Auditor General Processes and Procedures and Promotion of Access to Information Act (PAIA). Skills: Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organising, Policy analysis and Development, Communication and Report writing.

DUTIES : Ensure overall supervision, develop, review and monitor the implementation of internal audit policies. Plan, execute and report on audits. Facilitate the review of controls on systems, assets and operations. Coordinate audit and risk committee meetings. Collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Supervision of junior personnel in the unit. Perform any other duty related to the post.

ENQUIRIES : Mr GD Mokoena Tel No: 058 303 1732

POST 01/20 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: MALUTITVET/ASD-FA/2021**

SALARY : R382 245 per annum (Level 09)
CENTRE : Corporate Office (Bethlehem)

REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate National Diploma/Degree in Accounting. Minimum of three years supervisory experience gained in a financial environment. Minimum of three years experience in budgeting, financial accounting and financial management reporting. Recommendation: Computer Literacy. Unendorsed Valid Driver's Licence. Sound understanding of GRAP, IFRS and other relevant finance reporting standards. Strategic capability and leadership. Problem solving and analysis. Technical proficiency, quality management, reconciliation and financial management, communication management and people management and empowerment. A dynamic individual, who is service delivery orientated, customer focused, maintains high integrity and is able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Candidate must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. SAICA or SAIPA articles will be an advantage.

DUTIES : Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee that bank reconciliations are performed and are correct. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the accurate allocation of monies received. Oversee and monitor income against budget and review reconciliations. Oversee and review disclosure notes on revenue collection. Oversee and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Oversee the verification of the capturing of payroll transactions on the accounting system. Oversee quality assure all payroll transactions. Oversee the reconciliation of transactions on the payroll (PERSAL) with the accounting system (BAS). Authorise payments to third parties. Oversee verification of source documents. Ensure that expenditure is in line with budget and item provisioning. Supervise and oversee that VAT transactions are accurate by reviewing and submitting the final VAT reconciliation on SARS e-filing. Oversee the correct capturing of banking details on the accounting system. Oversee creditor reconciliation. Oversee the capturing of leases both operating and finance. Oversee the processing of information to determine expenditure against budget. Review and analyse expenditure report, distribute to budget holders and obtain inputs on expenditure status. Assist with the compilation of AFS. General supervision of subordinates. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Mr GD Mokoena Tel No: 058 303 1732

POST 01/21 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: MALUTITVET/ASD-HRM/2021**

SALARY : R382 245 per annum (Level 09)

<u>CENTRE</u>	:	Corporate Office (Bethlehem)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Human Resource Management. Minimum of five years relevant experience. Three years experience at supervisory level. Extensive experience and knowledge in PERSAL. Computer Literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate. Recommendation: Unendorsed Valid Driver's Licence. Planning and organising skills. Project management skills. The ability to draft documents such as submissions, letters, employment contracts etc. Excellent communication skills, both written and verbal. The ability to interpret legislation and policies. Presentation and facilitation skills. The ability to analyse documents and situations. Excellent interpersonal relations. Self-management and motivation abilities. Financial and budgetary skills. Knowledge of legislation relevant to the Public Service, including processes involving dispute resolution mechanism of PSCBC, GPSSBC, CCMA and Labour Court, Public Service Act, and Labour Relations Act. Networking skills. Problem solving skills. Negotiation skills.
<u>DUTIES</u>	:	Ensure effective and sound administration of the HR management. Promote sound and optimal HR planning and Organizational Development. Promote an effective Human Resources Administration Service. Promote sound Human Resource Development. Promote Employee Health and Wellness at the College. Provide advice on all HR related matters. Supervision of junior personnel in the unit. Provide HR planning and monitoring services by developing policies and monitoring compliance with prescripts; and monitoring the implementation of employment equity. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Ms TP Mathipe Tel No: 058 303 1732
<u>POST 01/22</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: MALUTITVET/ASD-LR/2021</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Corporate Office (Bethlehem)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Labour Relations/Human Resource Management/Labour Law. Minimum of five years relevant experience. Three years experience at supervisory level. Extensive experience and knowledge in PERSAL. Computer Literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate. Recommendation: Unendorsed Valid Driver's Licence. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resource Management Policies, Public Finance Management Act. Skills: Negotiating, verbal and written Communication, Presentation, Interpretation of legislations/policies, Problem solving, Management, Organising.
<u>DUTIES</u>	:	Ensure effective and sound administration of Employment Relations. Process and finalize all misconduct cases. Coordinate and provide support in terms of representing the College in all disputes referred to the Commission for Conciliation, Mediation and Arbitration. Develop and manage the information and records of all activities in the Labour Relations unit. Coordinate and finalize all disciplinary cases for the College. Finalize all grievances and complaints received from employees. Supervision of junior personnel in the unit. Write reports and submissions. Perform any other duty related to the post.
<u>ENQUIRIES</u>	:	Ms TP Mathipe Tel No: 058 303 1732
<u>POST 01/23</u>	:	<u>IT TECHNICIAN REF NO: MALUTITVET/BHM-IT TECH/2021</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Bethlehem Campus (Bethlehem)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Information Technology. Minimum of 2 – 3 years experience in Computers and servers or at least MCSE 2000 qualification. Experience in hands-on hardware troubleshooting. Experience in equipment support. Recommendation: Unendorsed Valid Driver's Licence. Working technical knowledge of the latest operating systems, network protocols and standards. Thorough understanding of PC, network and hardware.

DUTIES

: Provide individual support and training upon request. Maintain and update inventory of software, hardware and resources. Building of PC's. Creating User accounts. Provide telephonic support. Ensure technology equipped with the latest hardware and software. Manage Anti-virus protection and software installation. Desktop and printer management. Install, configure new computer and other IT equipment. Perform any other duty related to the post.

ENQUIRIES

: Ms TP Mathipe Tel No: 058 303 1732