

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

- APPLICATIONS** : Applications must be posted to Private Bag X9903, Ladysmith, 3370 and Hand delivery to be delivered at 77 Murchison Street, Ladysmith, 3370, HR Unit.
- FOR ATTENTION** : Recruitment and Selection
- CLOSING DATE** : 25 February 2022
- NOTE** : Applications be accompanied by comprehensive CVs (previous experience must be expansively detailed) and copies of qualifications, driver's licence, and identification document. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resource. Foreign qualifications must be accompanied by an evaluation report issued by the South African Qualifications Authority (SAQA). It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant.

OTHER POST

- POST 05/52** : **COLLEGE COUNCIL SECRETARY REF NO: MTVET 2022/01**
(12 Months Contract)
Re-Advertisement: People who previously applied need not to re- apply.
- SALARY** : R261 372 per annum (Level 07), plus 37% in lieu of benefits
- CENTRE** : Mnambithi TVET College- Central Administration Office
- REQUIREMENTS** : Qualifications and experience. Degree in Public Management or Office Management or equivalent qualification; Minimum of 3 years' experience in secretarial function or similar role. A valid driver's license is a requirement. Basic Financial Management qualification/ experience will be an added advantage. Competencies: Good listening and writing skills; good interpersonal relations and customer orientation; organizing and planning skills, Attention to detail; knowledge of the Higher Education and Training communication protocols. Attributes: Professional, discreet, maintaining high levels of confidentiality; assertive, good organizer with sound judgement and decision-making skills. Ability to work under pressure.
- DUTIES** : Managing logistics for College Council meetings and its sub-committees; Managing the interface between the Council and College management and also between stakeholders and the Council; Providing secretarial functions for the Council and its sub-committees; Providing advice and guidance on relevant policy gaps; Assisting with research and drafting of Charters, Terms of Reference, Policy documents on governance and legal matters. Ensuring that corporate governance best practices are adopted by the College.
- ENQUIRIES** : Ntokozo.Nqema@kzntvet.edu.za