

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

OTHER POSTS

<u>POST 14/47</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATION SERVICES REF NO: MALUTITVET/ASD-ES/2022</u>
<u>SALARY</u>	:	R477 090 per annum (Level 10)
<u>CENTRE</u>	:	Central Office (Phuthaditjhaba)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree/Equivalent qualification. A recognised Teachers qualification. Minimum of five years lecturing experience. 3-5 years experience in the management of assessment and examinations. Valid SACE certificate. Credit-bearing Assessor certificate. Credit-bearing Moderator certificate. Recommendation: Unendorsed valid drivers license. Computer literate in MS Office 365 (Word, Excel, PowerPoint and Outlook). An extensive knowledge of the DHET Examination and Assessment Policies and revised ICASS guidelines. Excellent leadership and management skills and principles. Contract management principles and practices. Basic budgeting principles and practices. Excellent verbal and written communication skills. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on assessment & examination e-learning platforms.
<u>DUTIES</u>	:	Manage the college examination and assessments section. Standardisation of ICASS assessments throughout campuses. Coordinate collaboration groups on the setting of quality and standardised assessment tasks and the moderation thereof. Coordinate the Site-Based Assessments (SBA) as per DHET Policies and Guidelines. Manage the internal marking centres at campuses. Oversee the process of internal marking. Coordinate the marker and moderator applications to DHET. Ensuring the submissions of all term marks to MIS are done timeously. Verification of submitted college term marks on assessments and final resulting. Support the integrity of the implementation of ISAT at all campuses. Provide assessment and examination support to all campuses. Monitor all campuses on the implementation of examination related policies. Ensuring the state of examination readiness at all campuses. Manage the process of resolving pending results. Monitor and support distribution point managers. Oversee the implementation of DHET/College management plans concerning assessments and examinations. Be the liaising person between the college and DHET on all the examination and assessment related matters. Develop, review and implement the college examination related policies. Provide guidance and assistance to the graduation committee. Writing reports as and when required, inclusive of broad management and academic board reports.
<u>ENQUIRIES</u>	:	Mr GD Mokoena Tel No: 058 303 1732
<u>APPLICATIONS</u>	:	All applications should be posted to: Deputy Principal Corporate Services: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High and Broster Street, Bethlehem, 9700 or emailed to hrrecruitment@malutitvet.co.za . Please quote the relevant reference number on the subject line for emailed applications. Faxed applications will not be considered.
<u>NOTE</u>	:	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. Correspondence will be limited to shortlisted

candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the below mentioned advert.

- CLOSING DATE** : 13 May 2022 at 13:00
- POST 14/48** : **ASSISTANT DIRECTOR: EXAMINATIONS AND ASSESSMENTS REF NO: CJC/EXA/04/2022**
(Re-advertised)
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10) plus benefits as applicable in the Public Sector
: Central Office
: Grade 12 certificate or equivalent. A recognised National Diploma (NQF 6) in Education/ Administration or equivalent qualification. A post graduate qualification in the relevant field/s will be an advantage. At least FIVE years of experience in the TVET environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector. Knowledge of White Paper on PSET Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH/ITS system and TVETMIS. Knowledge of national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Planning and Organising. Finance Management. Report Writing. Communication and Interpersonal. Problem Solving. Computer Literacy. Analytical. Client Oriented. Project Management. Team Leadership. Planning and Organising. People Management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.
- DUTIES** : Manage the provision of examination services. Manage training of Invigilators, Markers and Data Capturers. Manage the establishment of the function of Irregularity Committee. Manage the control of issuing of the certificates. Manage proper administration of the examination unit. Management of all human, financial, and other resources of the unit. Ensuring completion of performance agreements by all employees in the unit. Supervision of staff.
- ENQUIRIES APPLICATIONS NOTE** : Mr. B Khakhu Tel No: 011 351 6000
: All applications are to be sent via email to recruitment41@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) 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 licence 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** : 10 May 2022 at 16:00

POST 14/49 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: CJC/HRM/01/2022**
(Re-advertised)

SALARY : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE : Central Office

REQUIREMENTS : Grade 12 or equivalent qualification. Appropriate Degree/National Diploma (NQF level 6) in Human Resources Management or Public Administration, or equivalent. At least 8 years of experience in the human resources and administration environment. Must have a minimum 3 (three) years at a supervisory level. Thorough knowledge of relevant Sectoral and HR related legislations and public service regulations. Must be able to interpret and apply HR and related prescripts. Sound interpersonal relations and conflict management skills. Must be able to work independently as well as in a team. Good communication skills with a high proficiency in writing. Very good level of computer literacy. Knowledge of PERSAL system will be an advantage. Valid driver's licence. Ability to work under pressure and meet deadlines. Very good leadership and management skills. Sound experience in interpretation, development and implementation of HR policies. Au fait with the 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, Public Service Regulations. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.

DUTIES : Develop and maintain Human Resources Administrative systems and practices. Facilitate and oversee recruitment and selection processes as per departmental policies. Manage and render conditions of services (leave, Housing, pension, bonus). Coordinate the design, review and implementation of the College organisational structure. Facilitate the development of job descriptions. Maintain and manage employee personal records. Facilitate, manage, develop and implement employee health and wellness programmes. 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 and reporting of the Employment Equity plan. 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. Ensure that all HR audit findings are addressed in prescribed time frames.

ENQUIRIES : Mr. B Khakhu Tel No: 011 351 6000

APPLICATIONS : All applications are to be sent via email to recruitment38@cjc.edu.za

NOTE : 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) 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 licence 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 : 10 May 2022 at 16:00

POST 14/50 : **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: CJC/OFM/02/2022**
(Re-advertised)

SALARY : R382 425 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE : Central Office

REQUIREMENTS : Grade 12 certificate or equivalent. A recognised three-year National Diploma (NQF6) in Recognised National Diploma (NQF 6) in /Public Management/ Business Management / Office Management and Technology or related qualification. A post graduate qualification in the relevant field/s will be an advantage. At least FIVE (5) years' relevant experience in strategic planning and public/ corporate administration environment. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration and the Higher Education sector. Understanding of corporate governance and Cost centre budgetary, expenditure and cash flow management. Knowledge of Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.

DUTIES : Render administrative/executive support services in the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other approved committees. Provide strategic management, monitoring and evaluation services. Records management. Management of all human, financial and other resources of the unit. 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 recruitment39@cjc.edu.za

NOTE : 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) 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, including matric or equivalent, academic records/transcripts and ID document). Please note that copies of qualifications, ID and drivers licence 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. One complete set of scanned documents must be submitted separately for each post you wish to apply for. Do not separate the Z83, CV and qualifications into separate documents. Scan all these into a single flowing document for each post. 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 : 10 May 2022 at 16:00

POST 14/51 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: CJC/MAC/05/2022**
(Re-advertised)

SALARY : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE : Central Office

REQUIREMENTS : Grade 12 certificate or equivalent. A recognised 3-year qualification in Management Accounting or Financial Management (NQF Level 6). (An NQF Level 7 qualification will be advantageous). Knowledge of IFRS/GRAP. An

understanding of PFMA. Experience in cost reduction strategies, revenue enhancement strategies to assist the college in enhancing its profitability. Planning and Organising. Report Writing. Communication and Interpersonal. Problem Solving. Computer Literacy. Analytical. Client Oriented. Project Management. Team Leadership. Planning and Organising. People Management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.

DUTIES

: Ensure budget is prepared and monitored on a monthly basis, an analysis of the variance analysis report should be submitted to CFO monthly; Advise CFO in ensuring efficiency of cost management and revenue enhancing measures; Monitor age of debtors and enhance recoverability measures; Analyse cost drivers and enhance their management; Report to CFO on all management accounting matters and provide support to the CFO and Principal on these strategies. Management of all human, financial, and other resources of the unit. Ensuring 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 recruitment42@cjc.edu.za

NOTE

: 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) 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 licence 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.

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