

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(SOUTH CAPE TVET COLLEGE AND UMFOLZI TVET COLLEGE)**

OTHER POSTS

<u>POST 15/72</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: PS 17/2022</u> (PERSAL Appointment)
<u>SALARY</u>	:	R382 245 per annum (Level 09), plus benefits as applicable in the Public Service
<u>CENTRE</u>	:	Central Office – George
<u>REQUIREMENTS</u>	:	Matric/Grade 12 plus a minimum 3-year accredited/Recognized Degree/Diploma in Information Technology, Engineering Computer systems, Computer Sciences or Network Systems, A minimum of at least 3-5 year's working experience in IT environment of which at least 2 years in a supervisory position. Computer Literacy (MS Office). A Valid code 08 driver's license. Recommendations: Knowledge of computer hardware, software, network, servers and related 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. Excellent report writing and communication skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape. Skills: Administer computer hardware, software, server and network. Administrative skills, planning and organising, Financial management, Report writing, communication and interpersonal skills, problem solving. Team leadership. People management. Values & Attributes: Client Service focus, Integrity, Committed, Proactive and Loyal.
<u>DUTIES</u>	:	Develop, review and monitor the implementation of Information Communication Technology (ICT) policies: Ensure consultation process of draft policies with all relevant stakeholders. 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. 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. Act in alignment with user needs and system functionality to contribute to organizational policy. Identify problematic areas and implement strategic solutions in time. Audit systems and assess their outcomes. Develop and implement IT Plan and IT Audit action plans; Preserve assets, information security and control structures. Facilitate implementation and adherence of College ICT policies. Make sure all policies are correctly implemented and enforced. Information System Management: Administer and monitor IT Security and Electronic access .Establish systems to safeguard hardware and data. Perform system backups. Administer and monitor IT Security and Electronic access. Perform system and information backups. Ensure ICT Disaster Recovery Plan of the College is implemented 100%. Develop systems to protect College information. Develop systems to improve ICT Infrastructure of the College. Ensure improved connectivity and bandwidth of the College. Ensure improved ICT infrastructure to improve College systems such as MIS, PERSAL, VIP SAGE, SCM, Finance and other systems used by the College. Develop systems to enable staff to work remotely and access College systems off site and securely. Network Management and Maintenance: Research and develop specifications for (Local Area Network & Wide Area Network) (LAN and WAN technologies according to the college's requirements. 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 campuses. 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. Maintain and monitor the software and hardware system, reports and 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 contracts and network products and services according to the college's needs. Make sure legal and legitimate contract are entered to by the College and provide clear guidelines in SLA monitoring and implementation filter the information through to management. Monitor and ensure adherence to ICT contracts and SLA's by College providers. Provision of Intranet and network services: Ensure assess of intranet and internet in the campuses. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the ICT Unit.

- ENQUIRIES** : Mr. ME Gcuwa Tel No: (044) 8840359
- APPLICATIONS** : Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, 125 Mitchel Street, George 6530 or electronically via email to careers@sccollege.co.za
- FOR ATTENTION** : Mr. M.E Gcuwa
- NOTE** : 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 forms should be emailed to the respective email addresses. Applications send to incorrect email addresses will regrettably not be considered. All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies. A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), copies of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. 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. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. 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. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following permanent posts: Re-appointment of former employees. (1) An executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment or (b) due to ill health and cannot provide sufficient evidence of recovery.
- CLOSING DATE** : 23 May 2022 AT 16:00
- POST 15/73** : **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: UMF/023/03/2022**
- SALARY** : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector
- CENTRE** : Central Office
- REQUIREMENTS** : Recognised National Diploma in (NQF6) in Public Management / Business Management / Office Management and Technology or related qualification. 3–5 years' experience in strategic planning and administration environment.

Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET Administrations. Understanding of the Higher Education Sector, Corporate Governance and Cost Centre budgetary, expenditure and cash flow management. Knowledge of the Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Advanced planning and organizational skills, financial management and report writing skills, communication and interpersonal, project management, problem solving and analytical skills, computer literate. Valid driver's licence.

DUTIES

: Coordinate the implementation of the strategic plan and evaluate the target plan, Render administrative / executive support services in the office of the Principal, Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal, Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders, Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures, Co-ordinate and arrange all meetings, proceedings and activities of the above structures, Provide strategic management, monitoring and evaluation services. Oversee and manage special projects, Oversee and monitor the budget in the office of the Principal, Co-ordinate college inputs for annual, quarterly, monthly reports, Establish and implement effective records and document management systems in the office of the Principal, Quality check letters, memoranda and submissions, Oversee and maintain logistics within the office of the Principal, Design filing system, Ensure filing systems are maintained up to date; Ensure protection and security of file or records.

**ENQUIRIES
APPLICATIONS**

: Ms ZH Mngoma Tel No: 035-902 9501
: All application should be emailed to the specified email addresses, Email: Applications.central@umfolozi.edu.za. Applications should be send as one PDF document. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.

NOTE

: Applications must be submitted on a New Z83 form obtainable from any Public Service department as well as uMfolozi TVET College Official website www.umfolozicollege.co.za (and must be fully completed, dated and signed). Clear indication of the post and reference number that is being applied for must be indicated on your Z83 and a Covering Letter with date and signature must be attached. A recent, comprehensive Curriculum Vitae. Copies of all original qualifications (Matric Certificate must also be attached) and academic transcript, your ID Document and valid driver's licence. Such copies need not be certified when applying for a post. Communication will be limited to shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the interview, following communication from College HRM. 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) and incomplete applications will not be considered. 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.

CLOSING DATE

: 16 May 2022 at 13:00

<u>POST 15/74</u>	:	<u>HUMAN RESOURCES ADMINISTRATION CLERK REF NO: PS 18/ 2022 (X1 POST)</u> (PERSAL Appointment)
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05), plus benefits as applicable in the Public Service.
<u>CENTRE REQUIREMENTS</u>	:	Central Office- George
<u>DUTIES</u>	:	Matric plus a minimum 3-year accredited Degree/National Diploma or National N Diploma (REQV 13) in Human Resource Management/Public Management/Public Administration with a minimum of 1-2 years relevant work experience in Human Resource Management or related field. Knowledge: Knowledge of relevant HR Prescripts, Labour Relations Act, 1995 and Prescriptive. Departmental policies, procedures and delegations, Basic Conditions of Employment Act, Policy development, PSCBC and ELRC Resolutions, Continuous Education and Training Act No 6 of 2006, Employment of Educators Act, Public Service Act. Knowledge of relevant HR Prescripts. Skills: Good interpersonal relations, customer relations, supervisory skills and computer Literacy. Ability to lead a team of HR practitioners and offer advice to Senior Management on HR related matters. Ability to act professionally and ethically at all times. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<u>ENQUIRIES APPLICATIONS</u>	:	Ensure the implementation of Human Resource functions such as leave administration, performance management, and termination of services. Communicate and implement policy and legislative matters. Maintain post establishment. Ensure proper administration of transfers, service benefits (including housing subsidies, accommodation, pension, medical aid, staff bursaries, grievances, disciplinary proceedings. Capturing of any salary related transactions on PERSAL/VIP. Handle general enquiries pertaining to salaries and allowances. Assist in recruitment and selection process. Administer and manage information. Maintain duty register.
<u>FOR ATTENTION NOTE</u>	:	Ms. Z Maimane at (044-8840359) Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, 125 Mitchel Street, George 6530 or electronically via email to careers@scollege.co.za Mr. M.E Gcuwa 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 forms should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. All applications must be submitted in a New Z83 form obtainable on the internet at www.dpsa.gov.za/dpsa2g/vacancies . A completed Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details), copies of all qualifications with academic transcripts/record, Trade Test, ID document and drivers licence. 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. Matching and redeployment to other workstations within the College may be considered based on the operational requirements. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her application. No late applications will be considered. The College/DHET reserves the right not to make appointments where it deems fit to do so. 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. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. South Cape TVET College invites suitable candidates to apply for the following

permanent posts: Re-appointment of former employees.- (1) An executive authority shall not re-appoint a former employee, if that employee left the public service: (a) earlier on the condition that he or she would not accept or seek re-appointment or (b) due to ill health and cannot provide sufficient evidence of recovery.

- CLOSING DATE** : 23 May 2022 AT 16:00
- POST 15/75** : **RECEPTIONIST/ADMINISTRATIVE CLERK REF NO: PS19/2022**
(College Council Appointment)
- SALARY** : R176 310 – R207 681 per annum (Level 05), plus benefits as applicable in the Public Service.
- CENTRE** : Mossel Bay Campus
- REQUIREMENTS** : Matric/Grade 12 plus a minimum 3 year's recognized National N Diploma/Diploma/Degree (NQF Level 6/REQV 13) in Management Assistant, Office Management, Administration or Secretarial Services. A minimum of 1 – 2 years relevant experience in administrative and reception duties. Computer Literacy (MS Office). Recommendations: Client orientation and Customer focus. Good communication. Good Telephone etiquette. Good Organizational skills. Good people skills. Always Professional and friendly. Always willing to assist clients. Reliability. Team player. Knowledge and experience. Excellent report writing and communication skills. Ability to effectively communicate in at least two of the three official languages of the Western Cape. A valid code 08 driver's license.
- DUTIES** : Receive telephonic calls, messages and channel to relevant role players. Take messages and convey to relevant role players. Maintain telephone database. Welcome, receive and direct clients to relevant units/departments in the College: Receive and direct guests, parents and student with respect and in professional manner. Provide clients with relevant information. Maintain and control visitor register at reception. Provide relevant information as required. Answer all relevant questions related to courses and refer technical faculty oriented questers and queries to experts. Distribute college prospectus. Keep and maintain the filing system for the front office. Operate office equipment such as photocopiers faxes. Print and issue telephone accounts. Channel received faxes to relevant role players. Liaise with internal and external personnel. Take messages and convey to relevant role players. Maintain telephone directory. Allocate pin codes when authorized. Keep record of all outgoing calls.
- ENQUIRIES** : Ms. V Zengetwa Tel No: (044-6932613)
- APPLICATIONS** : Applications must be forwarded: The Deputy Principal: Corporate Services, South Cape TVET College, 125 Mitchel Street, George 6530 or electronically via email to careers@scollege.co.za
- FOR ATTENTION** : Mr. M.E Gcuwa
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