

**DEPARTMENT OF HIGHER EDUCATION
(MTHASHANA COLLEGE)**

- APPLICATIONS** : Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 Or Alternatively Hand Deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is available on **WWW.MTHASHANACOLLEGE.CO.ZA** and **WWW.DPSA.GOV.ZA**.
- CLOSING DATE** : 11 August 2022
- NOTE** : Mthashana TVET College invites applicants to submit their applications on the Z83 form that was approved with effect from 01 January 2021 and obtainable from any Public Service Department or on the **www.gov.za/documents**. Applicants are NOT required to submit copies of qualifications and other relevant documents on application but MUST submit the Z83 and detailed CV ONLY. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview. If you apply for more than one position, submit a separate set of these documents in a separate envelope for each application made. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate must be attached. Correspondence will only be entered into with shortlisted applicants. Candidates whose appointments promote representativity in terms of race, gender, and disability will receive preference. 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) and security clearance processes. Applications received after the closing date, or faxed and/or emailed applications, will not be considered. Mthashana TVET College reserves the right to withdraw or amend this advert and not to fill any of the posts below. "Mthashana TVET College is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representativity (in terms of race, gender, and disability) in our college. Women and people living with disability will receive preference in all our college posts".
- ERRATUM: (MALUTI TVET COLLEGE)** Kindly note that the post of Senior Practitioner: Human Resource Development with Ref no. MALUTITVET/HRD/2022 and Senior Registration Officer with Ref no. MALUTITVET/SRO/2022 advertised with the Public Service Vacancy Circular no 26 dated 15 July 2022, the correct salary notch is R321 543 per annum (Level 8). Enquiries can be directed to Ms TP Mathipe – 058 303 1732.

OTHER POSTS

- POST 27/51** **SENIOR RISK & FRAUD PREVENTION OFFICER REF NO: MTC1/2022**
Section: Fraud and Integrity Management
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Central Office, Vryheid
- REQUIREMENTS** : Recognised National Diploma (NQF 6) in Risk Management/Internal Audit or equivalent qualification. 2 - 3 years' experience in Audit, Risk, Fraud, Ethics and Integrity Management or related field. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk, Fraud, Ethics and Integrity Management environment. Skills: Planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values/attributes: Client service focus, integrity, committed, proactive, loyal.
- DUTIES** : Ensuring overall supervision and facilitating the provision of risk management services. Ensuring overall supervision and facilitating the provision of fraud and anticorruption services. Ensuring overall supervision and facilitating the provision of ethics and integrity management services. Ensuring overall supervision and facilitating risk, fraud, ethics and integrity management awareness and trainings. Supervising human, physical and financial resources
- ENQUIRIES** : Mrs SA Liversage Tel No: 034 980 1010

POST 27/52 : **EXAMINATION OFFICER REF NO: MTC2/2022**
Section: Academic and Student Administration Support Services

SALARY : R261 372 per annum (Level 07)
CENTRE : Emandleni Campus, Ulundi
REQUIREMENTS : Recognised National Diploma (NQF 6) in Education / Administration or equivalent qualification. 1 -2 years in the examination services / Teaching and Learning environment / related field. 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 system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Act and Public Service Regulations, Labour Relations Act. Skills: Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values/attributes: Client service focus, integrity, committed, proactive, loyal, ethics.

DUTIES : Coordinating internal and external examination assessment services. Coordinating and conducting training of Invigilators, Markers and Data Capturers. Facilitating examination and Irregularity Committee for the campus and serving as a Secretariat. Processing application and issuing of certificates services. Providing administration support for the examination unit. Supervising staff.

ENQUIRIES : Mr TP Zuma Tel No: (035 879 1061)

POST 27/53 : **EXAMINATION OFFICER REF NO: MTC3/2022**
Section: Academic and Student Administration Support Services

SALARY : R261 372 per annum (Level 07)
CENTRE : Nquthu Campus, Nquthu
REQUIREMENTS : Recognised National Diploma (NQF 6) in Education / Administration or equivalent qualification. 1 -2 years in the examination services / Teaching and Learning environment / related field. 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 system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Act and Public Service Regulations, Labour Relations Act. Skills: Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values/attributes: Client service focus, integrity, committed, proactive, loyal, ethics.

DUTIES : Coordinating internal and external examination assessment services. Coordinating and conducting training of Invigilators, Markers and Data Capturers. Facilitating examination and Irregularity Committee for the campus and serving as a Secretariat. Processing application and issuing of certificates services. Providing administration support for the examination unit. Supervising staff.

ENQUIRIES : Mr DP Zulu Tel No: (034 271 1514)

POST 27/54 : **EXAMINATION OFFICER REF NO: MTC4/2022**
Section: Academic and Student Administration Support Services

SALARY : R261 372 per annum (Level 07)
CENTRE : Vryheid Campus, Vryheid
REQUIREMENTS : Recognised National Diploma (NQF 6) in Education / Administration or equivalent qualification. 1 -2 years in the examination services / Teaching and Learning environment / related field. 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 system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Act and Public Service Regulations, Labour Relations Act. Skills: Administrative, planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team

		leadership, people management. Values/attributes: Client service focus, integrity, committed, proactive, loyal, ethics.
<u>DUTIES</u>	:	Coordinating internal and external examination assessment services. Coordinating and conducting training of Invigilators, Markers and Data Capturers. Facilitating examination and Irregularity Committee for the campus and serving as a Secretariat. Processing application and issuing of certificates services. Providing administration support for the examination unit. Supervising staff.
<u>ENQUIRIES</u>	:	Mr T Bophela Tel No: 034 980 1018
<u>POST 27/55</u>	:	<u>STUDENT SUPPORT (LIAISON) OFFICER REF NO: MTC5/2022</u> Section: Academic and Student Administration Support Services
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	KwaGqikazi Campus, Nongoma
<u>REQUIREMENTS</u>	:	A recognised National Diploma / Degree in Social Science / Psychology / Education or equivalent relevant qualification. 2 – 3 years' experience in student support services Education/Teaching and Learning environment or related field. Proven knowledge of Public Sector. Knowledge of TVET environment. Proven knowledge of Psychology practice. Teaching background. Public Service legislative framework such as Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, Batho Pele principles. Skills: Interpersonal relations, problem solving, programme and project management, analyst skills, creativity, communication skills, computer skills, delegation and development of others; planning, organising and execution, language proficiency, listening skills, insight, report writing skills, administrative skills. Personal attributes: Good interpersonal relations, ability to work under pressure, honesty, trustworthy, innovative and creative, independent thinker, ability to work in a team and independently, cultural sensitive, adaptability.
<u>DUTIES</u>	:	Providing student liaison services at the Campus. Ensuring that there is continuous awareness and level of knowledge in HIV/AIDS to students. Ensuring that the Student Representative Council is fully functional at the campus. Co-ordinate Academic Support activities. Render disability support to all students. Co-ordinate all sports and culture activities. Facilitate all extra-curricular activities at the campus. Addressing socio-economic student matters appropriately including substance and other relevant matters. Promoting regular attendance of students and monitoring the attendance register.
<u>ENQUIRIES</u>	:	Mr TV Mlotshwa Tel No: 035 831 3202
<u>POST 27/56</u>	:	<u>STUDENT SUPPORT (LIAISON) OFFICER REF NO: MTC6/2022</u> Section: Academic and Student Administration Support Services
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Nongoma Campus, Nongoma
<u>REQUIREMENTS</u>	:	A recognised National Diploma / Degree in Social Science / Psychology / Education or equivalent relevant qualification. 2 – 3 years' experience in student support services Education/Teaching and Learning environment or related fields. Proven knowledge of Public Sector. Knowledge of TVET environment. Proven knowledge of Psychology practice. Teaching background. Public Service legislative framework such as Public Service Act, Public Service Regulations, PFMA, Treasury Regulations, Batho Pele principles. Skills: Interpersonal relations, problem solving, programme and project management, analyst skills, creativity, communication skills, computer skills, delegation and development of others; planning, organising and execution, language proficiency, listening skills, insight, report writing skills, administrative skills. Personal attributes: Good interpersonal relations, ability to work under pressure, honesty, trustworthy, innovative and creative, independent thinker, ability to work in a team and independently, cultural sensitive, adaptability.
<u>DUTIES</u>	:	Providing student liaison services at the Campus. Ensuring that there is continuous awareness and level of knowledge in HIV/AIDS to students. Ensuring that the Student Representative Council is fully functional at the campus. Co-ordinate Academic Support activities. Render disability support to all students. Co-ordinate all sports and culture activities. Facilitate all extra-curricular activities at the campus. Addressing socio-economic student matters appropriately including substance and other relevant matters. Promoting regular attendance of students and monitoring the attendance register.
<u>ENQUIRIES</u>	:	Mr TV Mlotshwa Tel No: 035 831 3202

POST 27/57 : **FINANCIAL AID (BURSARY) OFFICER REF NO: MTC7/2022**
Section: Academic and Student Administration Support Services

SALARY : R261 372 per annum (Level 0)
CENTRE : KwaGqikazi Campus, Nongoma
REQUIREMENTS : Recognised three (3) year National Diploma in Financial Management (NQF level 6) or equivalent qualification. 1 – 2 years' experience in financial environment / bursary environment. Knowledge of CET and PSET. Knowledge of PSA and PSR, 2016. Knowledge of PFMA and Departmental policies. Knowledge of Coltech. Basic knowledge of practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS, etc.). Skills: Computer skills, planning and organising, language, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy, aptitudes of figures.

DUTIES : Coordinating student bursary schemes and financial aid administrative support services in the campus. Administering the bursary and financial aid schemes application processes for the campus in line with NSFAS guidelines, funder MOU/SLA and policies. Reviewing application for financial aid. Analysing NSFAS provisionally funded students. Coordinating the authorization of disbursement funds. Facilitating of other financial schemes i.e. WRSETA, HWSETA, etc. Reporting on all bursary and financial aid allocations to financial aid committee and other stakeholders. Supervising staff.

ENQUIRIES : Mr TV Mlotshwa Tel No: 035 831 3202

POST 27/58 : **ADMINISTRATION CLERK REF NO: MTC8/2022**
Section: General Administration Support

SALARY : R176 310 per annum (Level 05)
CENTRE : KwaGqikazi Campus, Nongoma
REQUIREMENTS : A Grade 12 certificate or equivalent qualification. 1 - 2 years' experience in Clerical / Administrative environment. Knowledge: Clerical duties, ability to capture data, operating computer, collecting statistics, legislative framework governing the Public Service. Knowledge of procedures in terms of the working environment. Skills: Planning and organising, good verbal and written communication, computer.

DUTIES : Rendering general clerical support services. Providing supply chain clerical support services within the component. Providing personnel administration clerical support services within the component. Providing financial administration support services in the component.

ENQUIRIES : Mr TV Mlotshwa Tel No: 035 831 3202

POST 27/59 : **ADMINISTRATION CLERK REF NO: MTC9/2022**
Section: Management Accounting

SALARY : R176 310 per annum (Level 05)
CENTRE : Central Office, Vryheid
REQUIREMENTS : A Grade 12 certificate or equivalent qualification. 1 - 2 years' experience in Clerical / Administrative environment. Knowledge: Clerical duties, ability to capture data, operating computer, collecting statistics, legislative framework governing the Public Service. Knowledge of procedures in terms of the working environment. Skills: Planning and organising, good verbal and written communication, computer.

DUTIES : Rendering general clerical support services. Providing supply chain clerical support services within the component. Providing personnel administration clerical support services within the component. Providing financial administration support services in the component.

ENQUIRIES : Ms SA Liversage Tel No: 035 831 3202

POST 27/60 : **ADMINISTRATION CLERK REF NO: MTC10/2022**
Section: General Administration Support Services

SALARY : R176 310 per annum (Level 05)
CENTRE : Nongoma Campus, Nongoma
REQUIREMENTS : A Grade 12 certificate or equivalent qualification. 1 - 2 years' experience in Clerical / Administrative environment. Knowledge: Clerical duties, ability to capture data, operating computer, collecting statistics, legislative framework governing the Public

Service. Knowledge of procedures in terms of the working environment. Skills: Planning and organising, good verbal and written communication, computer.

DUTIES : Rendering general clerical support services. Providing supply chain clerical support services within the component. Providing personnel administration clerical support services within the component. Providing financial administration support services in the component.

ENQUIRIES : Mr TV Mlotshwa Tel No: (035 831 3202)

POST 27/61 : **ADMINISTRATION CLERK REF NO: MTC11/2022**
Section: General Administration Support Services

SALARY CENTRE REQUIREMENTS : R176 310 per annum (Level 05)
: Vryheid Campus, Vryheid
: A Grade 12 certificate or equivalent qualification. 1 - 2 years' experience in Clerical / Administrative environment. Knowledge: Clerical duties, ability to capture data, operating computer, collecting statistics, legislative framework governing the Public Service. Knowledge of procedures in terms of the working environment. Skills: Planning and organising, good verbal and written communication, computer.

DUTIES : Rendering general clerical support services. Providing supply chain clerical support services within the component. Providing personnel administration clerical support services within the component. Providing financial administration support services in the component.

ENQUIRIES : Mr T Bophela Tel No: 034 980 1018

POST 27/62 : **DRIVER/MESSENGER REF NO: MTC12/2022**
Section: General Administration Support

SALARY CENTRE REQUIREMENTS : R147 459 per annum (Level 04)
: Central Office, Vryheid
: A Grade 10 qualification / Standard 8. Valid code 10 driver's licence. Valid Public Driving Permit (PDP) / Professional Driving Permit (PrDP). Three (3) years relevant experience. Must have proven experience in the transportation of people or goods. Experience in working in a government or semi government institution will be an added advantage. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of procedure for motor maintenance of motor vehicle, storage requirement, messenger services, routine office support i.e. registry, secondary function of making copies, procedure to operate the motor, procedure to obtain trip authorization, completion of log book of the motor vehicle, writing of fuel consumables, writing of kilometres services. Skills: driving, reading, writing, fixing/changing flat tyres, cleaning of vehicles.

DUTIES : Driving light, medium and heavy motor vehicles to transport passengers and deliver other items (mail and documents). Doing routine maintenance on the allocated vehicle and report defects timely. Completing all the required and prescribed records and log books with regard to the vehicle and the goods handling. Rendering a clerical support/messenger service in the relevant office, entailing the following: assisting in the registry, copying and faxing documents, collecting and delivering documentation and related items in the college.

ENQUIRIES : Mr RN Mkhize Tel No: 034 980 1010

POST 27/63 : **DRIVER/MESSENGER REF NO: MTC13/2022**
Section: General Administration Support

SALARY CENTRE REQUIREMENTS : R147 459 per annum (Level 04)
: Emandleni Campus, Ulundi
: A Grade 10 qualification / Standard 8. Valid code 10 driver's licence. Valid Public Driving Permit (PDP) / Professional Driving Permit (PrDP). Three (3) years relevant experience. Must have proven experience in the transportation of people or goods. Experience in working in a government or semi-government institution will be an added advantage. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of procedure for motor maintenance of motor vehicle, storage requirement, messenger services, routine office support i.e. registry, secondary function of making copies, procedure to operate the motor, procedure to obtain trip authorization, completion of log book of the motor vehicle, writing of fuel consumables, writing of kilometres services. Skills: driving, reading, writing, fixing/changing flat tyres, cleaning of vehicles.

DUTIES : Driving light, medium and heavy motor vehicles to transport passengers and deliver other items (mail and documents). Doing routine maintenance on the allocated vehicle

and report defects timely. Completing all the required and prescribed records and log books with regard to the vehicle and the goods handling. Rendering a clerical support/messenger service in the relevant office, entailing the following: assisting in the registry, copying and faxing documents, collecting and delivering documentation and related items in the college.

ENQUIRIES : Mr TP Zuma Tel No: 035 879 1061

POST 27/64 : **DRIVER/MESSENGER REF NO: MTC14/2022**
Section: General Administration Support

SALARY : R147 459 per annum (Level 04)
CENTRE : Nquthu Campus, Nquthu
REQUIREMENTS : A Grade 10 qualification / Standard 8. Valid code 10 driver's licence. Valid Public Driving Permit (PDP) / Professional Driving Permit (PrDP). Three (3) years relevant experience. Must have proven experience in the transportation of people or goods. Experience in working in a government or semi government institution will be an added advantage. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of procedure for motor maintenance of motor vehicle, storage requirement, messenger services, routine office support i.e. registry, secondary function of making copies, procedure to operate the motor, procedure to obtain trip authorization, completion of log book of the motor vehicle, writing of fuel consumables, writing of kilometres services. Skills: driving, reading, writing, fixing/changing flat tyres, cleaning of vehicles.

DUTIES : Driving light, medium and heavy motor vehicles to transport passengers and deliver other items (mail and documents). Doing routine maintenance on the allocated vehicle and report defects timely. Completing all the required and prescribed records and log books with regard to the vehicle and the goods handling. Rendering a clerical support/messenger service in the relevant office, entailing the following: assisting in the registry, copying and faxing documents, collecting and delivering documentation and related items in the college.

ENQUIRIES : Mr DP Zulu Tel No: (034 271 1514)