

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(NKANGALA TVET COLLEGE, SOUTH CAPE TVET COLLEGE AND ESAYIDI TECHNICAL VOCATION  
EDUCATION AND TRAINING)**

**OTHER POSTS**

<b><u>POST 28/35</u></b>	:	<b><u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: PS 20/2022)</u></b> (PERSAL Appointment)
<b><u>SALARY</u></b>	:	R382 245.per annum (Level 09), plus benefits as applicable in the Public Service
<b><u>CENTRE</u></b>	:	Central Office – George
<b><u>REQUIREMENTS</u></b>	:	Matric/Grade 12 plus a minimum 3-year accredited/Recognized Degree/Diploma in Supply Chain Management or Logistics Management/Financial Management/Public Management - REQV 13 (NQF 6). A minimum of at least 3-5 year's working experience in Supply Chain Management (tender and logistics Management of which at least 3 years in a supervisory position. Computer Literacy (MS Office). A Valid code 08 driver's license.Recommendations: Knowledge and understanding of the PMFA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Ability to effectively communicate in at least two of the three official languages of the Western Cape.Skills: Administrative skills, planning and organising, Financial management, Report writing, communication and interpersonal skills, problem solving. Project management. Project management. Budgeting and Financial Management. Team leadership. Self-management. People management. Values & Attributes: Client Service focus, Integrity, Committed, Proactive and Loyal. Managing interpersonal Conflict, impact and influence, Diversity Management.
<b><u>DUTIES</u></b>	:	Develop, Review, Implement and Monitor SCM Policies In Line With Relevant Legislation: Ensure that all procurement is in compliance with the Supply Chain (SCM) policies and procedures of the college. Co-ordinate and execute the quotation and bidding processes. Ensure that all official orders are compiled and authorized within three days from the date of recipients of quotations or comparative schedules. Align procurement plan, policies and strategies with the annual budget. 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. Prepare and accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Serve as the point of contact for customers and contractual matters. Ensure that signed contracts are communicated to all relevant parties to provide contract visibility and awareness. Render and monitor contract administration support service and compliance. Ensure monthly, quarterly and annual reporting. Ensure prevention of fraud and abuse of the SCM system interventions. Respond to investigations and audit queries. Oversee the administration of demand and acquisition: Provide advice and brief in Bid Specification Committee meetings in drafting the terms and reference/specification and advice at the Bid Evaluation Committee meetings, Oversee the proper functioning of the committees. Oversee the proper functioning of the committees. Provide secretariat support to the Bid Adjudication Committee (BAC). Manage the administration of tender briefing session. Manage preparation of a tender document upon receipt from tender bid specification committee. Implement physical stock assessment and procedures on available goods and items issued. Manage preparation of logistics for the Evaluation and Adjudication Committees. Oversee the management of assets for the college: Monitor the implementation of the asset management plan of the college. Ensure the barcoding of all existing and new assets are recorded on the relevant asset register. Review the asset management register (hardcat), electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals. Compile management reports on issued, receipt, shortages and variances of stock levels. Provide guidelines

on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the relocation of redundant. Conduct loss analysis to identify trends, security shortcomings and investigate all losses. Ensure an up to date database of service providers: Oversee the development and utilization of a supplier database. Ensure that all supplier's information and documentation are confidential. Ensure continuous maintenance of database. Monitor the TVET college suppliers' database on the SCM system. Monitor suppliers' delivery performance and rotation of suppliers. Management of staff development: Render management service to staff. Ensure completion of performance agreements by all employees in the unit. Supervision of staff. Development of SCM subordinates.

**ENQUIRIES  
APPLICATIONS**

: Mrs. G de Jager Tel No: (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@sccollege.co.za](mailto:careers@sccollege.co.za)

**FOR ATTENTION  
NOTE**

: 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](http://www.dpsa.gov.za/dpsa2g/vacancies). The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's licence, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. 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. 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 post Re-appointment of former employees. (1) an executive authority shall not re-appoint a former employee, if that employee left the public service: earlier on the condition that he or she would not accept or seek re-appointment or due to ill health and cannot provide sufficient evidence of recovery.

**CLOSING DATE**

: 29 August 2022 at 16:00

**POST 28/36**

: **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: AD01/08/2022/ESA**

**SALARY**

: R382 245 – R450 255 per annum (Level 09), (The successful candidate will be Required to sign a performance agreement)

**CENTRE  
REQUIREMENTS**

: Esayidi TVET College  
: An appropriate recognized Bachelor's Degree/ Diploma (NQF Level 6/7) in Labour Relations Management/ Studies/ Law with HR or equivalent qualification in the related field. 5 years (five) years' experience in HRM. Three years' supervisory experience. Knowledge of Traceable experience and knowledge of applicable legislations, BCEA, LRA, Employment of Educator's Act, EEA, SDA, PFMA, PSA, PSR, POPI, ELRC and PSCBC. Presentation skills, problem solving skills, strong analytical skills influencing and networking. A valid driver's license is essential as travelling and extended working hours may be required. Good organizational, administration and planning skills.

Ability to work effectively under pressure and without immediate supervision with time management skills as well as computer skills. Willingness to work after hours as and when required. Candidates must be professional at all times regardless of the visitor's behaviour.

**DUTIES** : Perform all duties related to Labour Relations Act. Conduct preliminary investigations, to establish the need for formal disciplinary procedures. Policies and procedures. Prepare and facilitate disciplinary hearings. Handle all Labour Relations, internal and external Legal matters (Court/CCMA). Ensure formal engagement between Labour and employer for purposes of consultation and negotiations. Facilitate departmental trainings, submit monthly reports timeously required by the College, Regional Office and Head Office. Conduct internal Labour relations workshops to all campuses for lecturing and support staff.

**ENQUIRIES** : NB Ndlovu Tel No: 039 (940) 5283  
**APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240.

**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE** : 18 August 2022

**POST 28/37** : **ASSISTANT DIRECTOR: OFFICE ADMINISTRATION IN THE OFFICE OF THE PRINCIPAL REF NO: NKC/2022/07/01**

**SALARY** : R328 245 per annum  
**CENTRE** : Nkangala TVET College  
**REQUIREMENTS** : Grade 12 or equivalent plus a recognized National Diploma (NQF 6) in Public Management/ Office Management or any relevant qualification. Any Law qualification will be an added advantage. 3-5 years relevant supervisory experience in strategic planning and administration 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, Understanding of corporate governance, must have Planning and organizing skills, Financial management skills, Report writing skills, Communication and interpersonal relations, Problem solving, Computer literacy and a valid drivers' licence.

**DUTIES** : Coordinate the implementation of the strategic plan and evaluate the target plan, coordinate and compile institutional performance and strategic reports, 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 Governance structures, Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of Governance structures ,Co-ordinate and arrange all meetings, proceedings and activities of the above structures, Provide strategic management, monitoring and evaluation services. 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.
<b><u>ENQUIRIES</u></b>	:	Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700
<b><u>APPLICATIONS</u></b>	:	should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to: Corner Haig and Northey Street, Central Office of Nkangala TVET College.
<b><u>FOR ATTENTION</u></b>	:	The Principal
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za">www.gov.za</a> , and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
<b><u>CLOSING DATE</u></b>	:	15 August 2022
<b><u>POST 28/38</u></b>	:	<b><u>SENIOR LABOUR RELATIONS OFFICER REF NO: PS 21/ 2022</u></b> (PERSAL Appointment)
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08), plus benefits as applicable in the Public Service.
<b><u>CENTRE</u></b>	:	Central Office- George
<b><u>REQUIREMENTS</u></b>	:	Matric plus a minimum 3-year accredited Degree/National Diploma in Labour Relations, Labour Law, Industrial Psychology, Employment/Human Resource Management or relevant equivalent qualification (REQV 13)- NQF Level 6) a minimum of 3-5 years relevant work experience in Labour Relations environment or related field. Experience in appearing and representing employer in Bargaining Councils and PERSAL Certificate in Labour Relations will be an added advantage. A Valid Code 8 driver's license. Knowledge: Knowledge of Labour Relations Act, Public Services Legislations and policies related to Human Resource Management (HRM). Knowledge of implementing PSCBC and GPSSBC resolutions. Knowledge and understanding of bargaining process, grievance and dispute resolutions process. Sound knowledge of Labour Relations statutes. Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector (PSET and CET). Knowledge of PERSAL. Skills: Investigations and negotiations. Administrative. Planning and organizing. Financial management. Report writing. Good communication and interpersonal skills. Problem solving. Computer literacy, Client orientated. Project management. Team leadership. Conducting investigations. Presentation skills. Personal Attributes: Integrity, Committed, Loyal, Proactive and Ethical. Ability to effectively communicate in at least two of the three official languages of the Western Cape.
<b><u>DUTIES</u></b>	:	Ensure promoting of sound Labour Relations in the college. Assist providing advice on Labour relations matters. Conducting workshops and information sessions on Labour matters. Protect employees' rights and interests. Investigate grievances and disputes in the college: Receive and acknowledge grievances and disputes. Follow proper procedure when handling grievance and dispute. Compile investigation report. Summon witnesses involved in the grievance. Communicate findings of the investigation to the aggrieved. Represent the employer during conciliation and arbitration. Investigate misconduct cases: Investigate and scrutinize reports if there are any allegations of misconduct. Formulate charges and service a notice of the disciplinary hearing. Represent the Department in the disciplinary hearing. Communicate the outcome of the disciplinary hearing to the alleged employee. Arrange logistics regarding the disciplinary hearing. Participate in collective bargaining council resolutions: Check all dispute referrals and advice management on them and verify whether the bargaining council has jurisdiction on the matter. Represent the College in Bargaining Councils, Submit representations and submissions on behalf of the College for or against applications of condonations, referrals, rescinding of awards and decisions, postponements, preliminary issues and final representations. Arrange bilateral and multilateral meetings. Draft minutes for meetings. Prepare documents for employer's caucus and action list for chamber meeting. Gather inputs from human resource and senior management and aspects such as salaries,

benefits, pension and work rules and practices. Maintaining stakeholder relations between the employer and the employee: Liaise with internal, external stakeholders and representing the college regarding Labour relations matters. Issue correspondence related to Labour relations activities such as notice of disciplinary hearing. Update data base on grievance, disputes, misconduct and collective bargaining and capture on PERSAL system: Draft and issue statistical information relating to code of conduct and update database. Update grievance and disputes statistics, report to management and Public Service Commission (PSC). Capturing of cases on PERSAL system for reporting purposes. Capture all resolutions signed at PSCBC and Awards on the database. Management of human, physical and financial resources: Render staff Management. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

**ENQUIRIES  
APPLICATIONS**

: Mr. M Gcuwa at Tel No: (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@sccollege.co.za](mailto:careers@sccollege.co.za)

**FOR ATTENTION  
NOTE**

: Mr. M.E Gcuwa  
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**CLOSING DATE**

: 29 August 2022 at 16:00

**POST 28/39**

: **SENIOR INTERNAL AUDITOR REF NO: NKC/2022/07/02**

**SALARY  
CENTRE  
REQUIREMENTS**

: R321 543 per annum (Level 08)  
: Nkangala TVET College  
: Grade 12 or equivalent plus a three year' National Diploma/Degree in Internal Auditing or relevant qualification majoring in Auditing at NQF level6 as recognized by SAQA. A minimum of three (3) years' experience in internal auditing of which one (1) to two (2) years at a supervisory level. Valid driver's licence. Registered member with Institute of Internal Auditors (IIA SA). Certified internal audit (CIA)/ Internal Audit Technician (IAT) /government Internal Audit (GIA) will be an added advantage. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations, and Public Service Act. In-depth knowledge of International Standards for Professional

Practice of Internal Auditors (ISPPIA). Knowledge of financial and operational prescripts that governs the Public Sector. Skills and Competencies: Computer literacy. Effective communication skills (verbal and written). Supervisor skills. Problem solving skills. Good interpersonal skills. Time management skills. Report writing skills. Ability to work under pressure and within a team and must have a valid driver's licence.

**DUTIES** : Participate in the development of strategic internal audit plans, methodologies, policies and procedures. Assist in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Review, collate information and compile reports for Senior Management, Audit, and Risk Committee (ARC). Conduct audit projects in accordance with the audit methodology. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Keep up to date with new developments in the internal audit environment. And internal audit, Compile monthly, quarterly and annual reports against the audit plan, Compile monthly, quarterly and annual reports against the risk register.

**ENQUIRIES APPLICATIONS** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700  
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

**FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

**CLOSING DATE** : 15 August 2022

**POST 28/40** : **SENIOR STATE ACCOUNTANT REF NO: NKC/2022/07/03**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Nkangala TVET College  
: Grade 12 or equivalent plus a recognized three (3) National Diploma in Accounting/ Financial Management or equivalent qualification (NQF level 6), 3-5 years' experience in the financial management environment, Basic knowledge of financial functions, 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 etc, Planning and organizing skills, Good verbal and written communication, Interpersonal Relations and must have a valid drivers' license.

**DUTIES** : Identification and accurate recording of debtors & creditors of the college, liaise with debtors in the more complex and problematic cases to determine payback conditions and time span. Administer the process of obtaining the accounting officer's approval for debt collection conditions, ensure overall supervision of process of obtaining the accounting officer's approval for debt payback conditions and time span on the cases handled. Ensure accurate allocation of monies received, ensure overall accurate allocations of creditors is done and accurate creditors listing is kept, Manage and ensure that monthly creditors reconciliations are performed on regular basis, monitor income against budget and review reconciliations, coordinate, review, analyze and quality assure the financial accounting reporting processes.

**ENQUIRIES APPLICATIONS** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700  
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

**FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted

candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

- CLOSING DATE** : 15 August 2022
- POST 28/41** : **STATE ACCOUNTANT REF NO: NKC/2022/07/04**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
: Nkangala TVET College  
: Grade 12 or equivalent plus a recognized three (3) year National Diploma in Financial Management (NQF level 6) or Degree, 2-3 years' experience in financial management environment, Basic knowledge of financial functions, 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, Computer skills, Planning and organizing skills, Good verbal and written communication, Ability to perform routine tasks, Ability to operate office equipment, Interpersonal Relations, Accuracy and must have a valid drivers' license.
- DUTIES** : Provide salary administration service, perform monthly payroll reconciliation, ensure all mandatory & regulated third party payment are made on time, provide expenditure and general payments services, provide cash and revenue management services, Provide bookkeeping and financial accounting services.
- ENQUIRIES APPLICATIONS** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700  
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.
- FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
- CLOSING DATE** : 15 August 2022
- POST 28/42** : **PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: NKC/2022/07/05**  
Re-Advert
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
: Nkangala TVET College  
: Grade 12 or equivalent plus a recognized National Diploma in Supply Chain Management/ Logistics/Public Management/Finance (NQF level 6) 2-3 years' experience in supply chain management and asset management environment, Knowledge of Pastel and Sage system, Knowledge and understating of legislative framework governing the Public Services knowledge of treasury regulations, Knowledge of Supply Chain Policies, Knowledge of Department of Higher Education mandate, Planning and organizing skills, Communication (Good verbal and written), Computer Literacy, Report writing and must have a valid drivers' license.
- DUTIES** : Perform bidding administration function for the College Bid Committee, Perform, procurement of goods and services function through effective and efficient demand management services, Assist in the provision of an effective Contract Management service to the College.
- ENQUIRIES APPLICATIONS** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700  
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.
- FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at

[www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

- CLOSING DATE** : 15 August 2022
- POST 28/43** : **INFORMATION TECHNOLOGY REF NO: NKC/2022/07/06**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
: Waterval Boven Campus  
: Grade 12 or equivalent plus a three year' IT diploma, two years' relevant experience in the IT environment, MCSE, A+ or CCNA will be added advantage. Windows (Windows 7 and Windows 10) and Server (2008) administration knowledge. Innovative thinking and problem-solving skills, honesty, integrity and the willingness to work hard, Ability to work independently and in a team environment, basic maintenance and repair skills of computers. Must have valid driver's licence.
- DUTIES** : Provide IT support to the campus, Manage the network, Manage information data and do regular back-ups, deal with connectivity problems, Ensure optimum and responsible usage of IT services, ensure college computer systems are functional, Maintain software and hardware systems, Conduct trouble-shooting, Manage internet and e-mail services of the College in relation to the College IT policy, Ensure access to e-mail and internet for staff and students, Ensure regular updates are done on all computer systems.
- ENQUIRIES APPLICATIONS** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700  
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.
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- CLOSING DATE** : 15 August 2022
- POST 28/44** : **EXAM OFFICER**
- SALARY CENTRE** : R261 372 per annum (Level 07)  
: Middelburg Campus Ref No: NKC/2022/07/07  
: Witbank Campus Ref No: NKC/2022/07/08  
: CN Mahlangu Campus Ref No: NKC/2022/07/09  
: Waterval Boven Campus Ref No: NKC/2022/07/10
- REQUIREMENTS** : Grade 12 or equivalent plus a recognized National Diploma (NQF 6) in Education/ Administration or equivalent qualification, 2-3 years in the examination services / Teaching and Learning environment/ related field, Knowledge of White Paper on PSET Act, Knowledge of practice notes. National, policy frameworks relevant to Education, Training and Development, 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 system.
- DUTIES** : Coordinate internal and external examination assessment services, Coordinate and conduct training of Invigilators, Markers and Data Capturers, facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Process application and issuing of certificates services. Provide administration support for the examination unit.
- ENQUIRIES** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700



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**CLOSING DATE** : 15 August 2022

**POST 28/45** : **CAMPUS ADMINISTRATOR**

**SALARY** : R261 372 per annum (Level 07)  
Middelburg Campus Ref No: NKC/2022/07/11  
Witbank Campus Ref No: NKC/2022/07/12  
CN Mahlangu Campus Ref No: NKC/2022/07/13  
Waterval Boven Campus Ref No: NKC/2022/07/14  
Mpondozankomo Campus Ref No: NKC/2022/07/15

**REQUIREMENTS** : Grade 12 or equivalent plus a recognised National Diploma (NQF 6) in Office Management and Technology/Public Management/Management Assistant or equivalent qualification, 2-3 years relevant experience in Administration environment, Knowledge of office administration, Knowledge of Public Service legislations and policies , Knowledge of PSET, Knowledge and understanding of the TVET Administration, Understanding of the Higher Education sector, Understanding of corporate governance and any other related legislation, Planning and organizing skills, Report writing, Communication and interpersonal, Computer literacy and must have a valid drivers' license.

**DUTIES** : Provide administration support services to campus management and students Administer and coordinate human resource services: Coordinate Leave forms and submit to central office, Coordinate PMDS documents and submit to central office, Coordinate all relevant documentation pertaining to disciplinary cases and grievances, Follow up and resolve all human resource administration queries and issues emanating from campus staff, Maintain human resource records administration, Monitor the attendance register for staff, Coordinate the compilation of duty registers and payment for part-time lectures, Support the implementation college staff programme at campus level. Provide procurement services: Recommend purchase requisitions to Campus Management, Draft procurement memo, Complete requisition form, receive goods and services, Coordinate and submit invoices to central office for processing, Verify the correctness of goods and services supplied against the appropriate documentation. Maintain a proper filing system: Maintain files for all campus staff, Filing of all relevant documentation according to QMS requirements and national achieve Act. Provide Finance and asset management services to the campus.

**ENQUIRIES APPLICATIONS** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700  
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

**FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

**CLOSING DATE** : 15 August 2022

**POST 28/46** : **PLACEMENT OFFICER REF NO: NKC/2022/07/16**

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Nkangala TVET College  
**REQUIREMENTS** : Grade 12 or equivalent plus a Degree/National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or other related qualifications, 2-3 years' relevant experience in employment services /placement environment. Knowledge of working with SETAs, Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation, Identification of opportunities in the market, Labour Market, Opportunity linkages with industries Excellent Communication (oral and written). Networking skills, Negotiation, Planning skills and must have a valid drivers' licence.

**DUTIES** : Facilitate the placement of students, Conduct job readiness training programmes, Liaison with commerce, industry and other relevant stakeholders, Maintain the student tracking system. Maintain and update employer and student placement database. Develop quality report and statistics, Monitoring and evaluation of work placement practices, Conduct work based assessment for students, Organise and attend placement visits to monitor the progress of students and deal effectively with any issues concerns that arise.

**ENQUIRIES** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700  
**APPLICATIONS** : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

**FOR ATTENTION** : The Principal  
**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

**CLOSING DATE** : 15 August 2022

**POST 28/47** : **PERSONAL ASSISTANT REF NO: NKC/2022/07/17**

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Nkangala TVET College  
**REQUIREMENTS** : Grade 12 or equivalent plus a recognized National Diploma in secretarial (NQF Level 6) or equivalent qualification, 2-3 years' relevant experience in clerical/administrative environment, Experience in rendering a support service to senior management, Knowledge of relevant legislation, prescripts, policies and procedures, Basic knowledge of financial Management, Record management of documents Good telephone etiquette, Computer literacy, Sound organizational skills, Good people skills ,Written and verbal communication skills, Ability to act with tact and discretion, Planning and organizing, Maintain Confidentiality.

**DUTIES** : Ensure the effective flow of information and documents to and from the office of the Principal, Ensure the safekeeping of all documentation in the office of the Principal in line with relevant legislation and policies, Coordinates logistical arrangements for meetings and takes minutes during meetings, compiles reports, Scrutinizes routine submissions/ reports, make notes and or recommendations to the Principal, Responds to enquiries received from internal and external stakeholders, drafts documents as required, filing, Ensure travel arrangements are well coordinated ,Handles the procurement of standard items like stationery, refreshments for the activities of the Principal's Office.

**ENQUIRIES** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700  
**APPLICATIONS** : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

**FOR ATTENTION** : The Principal  
**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at

[www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

**CLOSING DATE** : 15 August 2022

**POST 28/48** : **STUDENT SUPPORT OFFICER REF NO: NKC/2022/07/18**

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Mpondozankomo Campus  
**REQUIREMENTS** : Grade 12 or equivalent plus a recognized National Diploma/Degree in Social Science / Psychology / Education or equivalent relevant qualification, 2-3 years in Student Support Administration Education/Teaching and Learning environment or related field, Knowledge of PSET and CET Act, Knowledge and understanding of Student Support Services Act, Knowledge and understanding of electoral processes, Knowledge of career guidance and extra-curricular activities, Knowledge of the National Student Financial Aid Scheme and related legislation, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Administrative skills, planning and organizing skills, Report writing, Communication and interpersonal skills, Problem solving, Computer literacy, be Client oriented and must have a valid drivers' license.

**DUTIES** : Provide student support services, provide student counselling or referral services, Implement student work placement policies, provide career guidance, counselling and academic support for students, Implement the sport, recreation, arts and culture programs for student in the campus, Facilitate student governance and student leadership development and exit support programme.

**ENQUIRIES** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700  
**APPLICATIONS** : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

**FOR ATTENTION** : The Principal  
**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

**CLOSING DATE** : 15 August 2022

**POST 28/49** : **WELLNESS OFFICER REF NO: NKC/2022/07/19**

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Nkangala TVET College  
**REQUIREMENTS** : Grade 12 or equivalent plus an appropriate Bachelor's Degree in Psychology or BA. Social Work (Major in Psychology) or Sports Science, or equivalent qualification, 2-3 years in Employee Health and Wellness environment or related field, Knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, financial and organisational wellness, Understanding of HIV/AIDS and TB Management, including PILIR, Understanding Safety Health Environment Risk Quality Management including processes of COIDA, In-depth knowledge in conducting counselling, Planning and organizing skills, Report writing, Communication and interpersonal relations, Presentation skills/knowledge of Health and Wellness policies, processes and systems.

**DUTIES** : Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework, implementation of health and wellness policy for the college, conducting Health and wellness surveys, Coordinate Health and Wellness programme based on the Health Wellness survey. Coordinate all logistical arrangements for workshops on Health and

Wellness programmes to create awareness and support. Provide support in the implementation of Employee Wellness programme services, Promote psycho-social wellness of employees in the college, Provide counseling, Promote physical wellness of employees in the college through sport, Provide interventions to mitigate absenteeism, Provide awareness and education on the Health and Wellness issues, Monitor programmes to manage lifestyle diseases and Health risks, Coordinate voluntary HIV counselling and testing, Coordinate diabetes and glucose screening; and Coordinate STD health and other health related challenges affecting employees.

- ENQUIRIES APPLICATIONS** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700  
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.
- FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
- CLOSING DATE** : 15 August 2022
- POST 28/50** : **SECRETARY TO CAMPUS MANAGER REF NO: NKC/2022/07/20**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Waterval Boven Campus  
: Grade 12 Certificate plus N6 Certificate or NCV Level 4 in Management Assistant or Office Administration or equivalent qualification. Minimum of one (1) year experience in secretarial duties and general administration. Knowledge of administrative procedures, computer literacy, proficient in Microsoft office and outlook, sound organizational skills, good people skills. High level of reliability and flexibility, sound written and verbal communication skills, client orientation and customer focus, able to work in a high-pressure environment, innovation and networking skills. Must have a valid driver's license.
- DUTIES** : Provide secretarial and clerical support services to the Campus Manager. Receive telephone calls and messages and channel calls to relevant offices. Manages and coordinate the diary of the Campus Manager. Typing of documents, render logistical arrangement, coordinate and arrange meetings and events of the Campus Manager. Process and manage all travel arrangement for the Campus Manager. Process all travel and subsistence claims and invoices, draft all routine correspondence and reports and administers matters like leave registers and telephone accounts.
- ENQUIRIES APPLICATIONS** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700  
: should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.
- FOR ATTENTION NOTE** : The Principal  
: The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
- CLOSING DATE** : 15 August 2022

**POST 28/51** : **PROVISIONING ADMINISTRATIVE CLERK: SUPPLY CHAIN MANAGEMENT REF NO: PS 22/ 2022**  
(PERSAL Appointment)

**SALARY** : R176 310 per annum (Level 05), plus benefits as applicable in the Public Service

**CENTRE** : Nkangala TVET College

**REQUIREMENTS** : Matric or NCV Level 4 with a 3 -year recognized Diploma/degree in Supply Chain Management/Logistics/Public Management (NQF) Level 6).1 - 2 years relevant experience. Knowledge: Knowledge and the understanding of ITS, MIS will be an added advantage. Knowledge of assets and disposal procedure. Knowledge and understanding of legislative framework governing the Public Services. Knowledge of Supply Chain policies. Knowledge of Higher Education mandate. Skills: Planning and organizing. Good verbal and written communication Skills. Computer Literacy. Flexibility. Teamwork. A Valid Code 8 driver's license Ability to effectively communicate in at least two of the three official languages of the Western Cape.

**DUTIES** : Provide supply chain clerical support services within the College. Perform procurement of goods and services function through effective and efficient demand and acquisition management services. Assist in the provision of an effective contract management service to the College. Provide logistical and disposal services. Provide the status of orders and commitments and reports to his/her supervisor. Monitor supplier performance. Contribute to effective asset and inventory management. Assist with the bidding administration function for the College Bid Committees.

**ENQUIRIES APPLICATIONS** : Ms. Mpalala or Mr. P Terblanche Tel No: (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@sccollege.co.za](mailto:careers@sccollege.co.za)

**FOR ATTENTION NOTE** : 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](http://www.dpsa.gov.za/dpsa2g/vacancies). The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and all your qualifications, academic transcripts/record, Trade Test document as well as a driver's licence, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. 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. 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 earlier on the condition that he or she would not accept or seek re-appointment or due to ill health and cannot provide sufficient evidence of recovery.

**CLOSING DATE** 29 August 2022 at 16:00

**POST 28/52** : **LEARNING MANAGEMENT SYSTEM AND QUALITY ASSURANCE ADMINISTRATOR REF NO: PS 22/ 2022**  
(College Council Appointment)

**SALARY** : R176 310 – R207 681 per annum (Level 05), plus benefits as applicable in the Public Service

**CENTRE** : Nkangala TVET College

**REQUIREMENTS** : A matric or NCV Level 4. A qualification in Software Development, Testing, Computer Science or related qualification. Computer Literacy (MS Office, Excel, and Access) Administrative skills with at least 2 years' experience either in designing of websites, computer programming or coding. Knowledge: Knowledge of computer programming languages or coding. Understanding management systems reporting processes and procedures. Self-motivation and independence, creative and innovative. Integrating systems and software, training end-users, analyzing processes. Secretarial and interpersonal skills. 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.

**DUTIES** : Create Office 365 email addresses for all students (Occupational and Ministerial) and maintain the Learning Management System (LMS) and assist with the Server to ensure minimum disruption to academic programme. Configure, administer, maintain, update and document the Moodle LMS environment; Review the security of LMS and Server. Maintain accurate records of registered students across programmes and Quality Assurance (QA) information. Provide technical support and assist with training of students and staff throughout the college regarding LMS and QA and provide guidance to IT Campus Administrators. Updating and maintenance of College online Quality Management System (QMS), accurately capture and upload data related to quality including templates and documents. Develop and create templates, maintain and update all database for Quality Management System interventions. Coordinate logistics and assist with internal QMS planning and execution of quality audits. Provide administrative support to QA in policy development, review and approval processes including taking minutes, research projects and organise information and liaison with campuses and public on complaints, compliments and suggestion. Organise customer feedback process. Assist with hosting of college websites, intranet and other online systems. Ensure infrastructure of student feedback systems. Filling and archiving of QA accounting documents.

**ENQUIRIES** : Ms. N Matroos 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](mailto:careers@sccollege.co.za)

**FOR ATTENTION** : Mr. M.E Gcuwa

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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 reappoint a former employee, if that employee left the public service: earlier on the condition that he or she would not accept or seek re-appointment or due to ill health and cannot provide sufficient evidence of recovery.

- CLOSING DATE** : 29 August 2022 at 16:00
- POST 28/53** : **DRIVER/MESSENGER REF NO: NKC/2022/07/21 (X2 POSTS)**
- SALARY** : R147 459 per annum (Level 04)  
**CENTRE** : Central Office  
**REQUIREMENTS** : A grade 10 qualification/ standard 8, A valid driver's license with PDP. One (1) year experience as a drive/messenger. Knowledge of procedures for maintenance of motor vehicle, Knowledge to compile log books. Excellent organizational and time management skills. Good interpersonal relations and communication skills, Good filing and recordkeeping.
- DUTIES** : Collect and deliver documents internal and external, Collect and deliver mail to and from the Post Office, transport employees and students, collect and deliver office equipment, do routine maintenance on the allocated vehicle and report defects timely. Perform daily trip and post trip vehicle inspection to ensure that the vehicle is in the best condition at all times. Complete all the required and prescribed records and logbooks with regard to the vehicle and the goods handled.
- ENQUIRIES** : Ms Theledi T/Ms Monyai MD Tel No: 013 658 4700  
**APPLICATIONS** : should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.
- FOR ATTENTION** : The Principal  
**NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of application should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
- CLOSING DATE** : 15 August 2022