

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(FREE STATE CET COLLEGE AND ELANGENI TECHNICAL VOCATIONAL EDUCATION AND TRAINING
COLLEGE)**

ERRATUM: ELANGENI TVET COLLEGE: Kindly note that the two (2) posts that were advertised in the Public Service Vacancy Circular 24 dated 01 July 2022 post General Administrative Clerk (SL5), Ref No: HRM 82/2022 and HRM 83/2022 were erroneously advertised and have since been withdrawn.
WESTERN CAPE: SOUTH CAPE TVET COLLEGE: Kindly note that the following X2 posts were advertised in Public Service Vacancy Circular 28 dated 29 July 2022. The centers have been amended as follows (1) Provisioning Administrative Clerk: Supply Chain Management with Ref No: PS 22/2022 with (Post: 28/51), the Centre: is South Cape TVET College (George) and not Nkangala TVET College. (2) Learning Management System and Quality Assurance Administration with Ref No: PS 23/2022 (Post 28/52), the Centre is South Cape TVET College (George) and not Nkangala TVET College.

OTHER POSTS

<u>POST 29/32</u>	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: FSCET 01/08/06/2022</u>
<u>SALARY</u>	: R321 543 per annum (Level 08)
<u>CENTRE</u>	: Free State CET College (Bloemfontein)
<u>REQUIREMENTS</u>	: An appropriate Bachelor's Degree/National Diploma in Administration or equivalent and 3 years relevant work experience. The position requires a person who has organizational and administrative skills as well as the ability to arrange and systematize information. A sound knowledge of computer applications, including MS Word, MS Excel, MS Access, MS PowerPoint and MS Outlook is required. A valid driver's license is required. Knowledge of PERSAL and HR will be an added advantage. Written and verbal communication skills; report writing skills; analytical and logistical skills; events planning, records management, administration skills and information management skills are important for this position.
<u>DUTIES</u>	: The successful candidate will be expected to execute various administrative tasks including but not limited to: Assisting in preparing submissions and memoranda; Collecting and updating HR quarterly reports; Maintaining a central registry and file copies of all documentation; Administration of HR processes; Prepare, verify, and distribute documents to Head Office; Follow up on progress of matters referred to Head Office. Administer data management, annual surveys and student data information.
<u>ENQUIRIES</u>	: Mr GT Mothate Tel No: 051 250 4021
<u>APPLICATIONS</u>	: Submitted via post or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	: Mr GT Mothate
<u>NOTE</u>	: The Application must include only completed and signed new form z83, obtainable from any Public Service Department of on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form may result in disqualification. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date will not be considered.
<u>CLOSING DATE</u>	: 22 August 2022 at 16:00
<u>POST 29/33</u>	<u>SENIOR REGISTRATION OFFICER REF NO: HRM 97/2022</u>
<u>SALARY</u>	: R321 543 per annum (Level 08)
<u>CENTRE</u>	: Elangeni TVET College, Central Office Registration Services
<u>REQUIREMENTS</u>	: Grade 12, Recognised National Diploma (NQF level 6) in Business Administration, Public Management/ administration or equivalent qualification. 2-3 years relevant experience in college / university / school administration environment, valid driver's licence, Employment service market. PSET and CET Act, Knowledge of Registration process, Public Service prescripts, DHET Policies, Industrial operation. Knowledge of opportunity linkages with

- industries. Knowledge of Identification of opportunities in the market, Labour Market.
- DUTIES** : Ensure the overall supervision and coordination of student registration at all campuses. Ensure the overall supervision and coordination of career counselling and career exhibition services. Ensure the overall supervision and coordination of guidance and testing of students, with regard to choice of and placement within programmes at all campuses. Ensure the overall supervision and maintenance of database of students enrolled within programmes at all campuses. Ensure the overall supervision and administration of learning materials. Ensure the overall supervision and coordination of registration records.
- ENQUIRIES APPLICATIONS** : Mr NE Mkhize Tel No: 031 492 4363
: Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032, Pinetown, 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- 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 ETJET 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** : 22 August 2022 at 13h00
- POST 29/34** : **ADMINISTRATIVE OFFICER REF NO: HRM 98/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Elangeni TVET College, Central Office
: Grade 12, Recognised Degree/Diploma in Public Administration/ Public Management or equivalent qualification. Valid driver's licence, 2-3 years in Public Administration environment including Practical experience in administration and Experience in the management of resources, Knowledge and understanding of Public Administration, Knowledge of the relevant legislation, policies, prescripts and procedures, Basic knowledge of Financial Administration.
- DUTIES** : Assist with the preparation of submissions and memorandums Assist in the quality assurance of all submissions and memorandums. Maintain the effective flow of information and documents to all stakeholders. Assist with the logistical and secretariat services for meetings. Open files for all bookings and claims and update on regular basis. Complete requisition forms for purchasing of all goods and services. Assist in maintaining proper filing system for the following correspondence: Personal files, Audit files, Council minutes and reports. Provide administrative services related to partnerships and linkages.
- ENQUIRIES APPLICATIONS** : Mr NE Mkhize Tel No: 031 492 4363
: Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X9032, Pinetown, 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- 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** : 22 August 2022 at 13h00
- POST 29/35** : **CLEANER (X11 POSTS)**
- SALARY CENTRE** : R104 073 per annum (Level 02)
 : Elangeni TVET College:
 Mpumalanga Ref No: HRM 99/2022
 Ntuzuma Ref No: HRM 100/2022
 Ntuzuma Ref No: HRM 101/2022
 Ntuzuma Ref No: HRM 102/2022
 Inanda Ref No: HRM 103/2022
 Ndwedwe Ref No: HRM 104/2022
 Ndwedwe Ref No: HRM 105/2022
 Qadi Ref No: HRM 106/2022
 KwaDabeka Ref No: HRM 107/2022
 Pinetown Ref No: HRM 108/2022
 KwaMashu Ref No: HRM 109/2022
 Central Office Ref No: HRM 110/2022
- REQUIREMENTS** : A Minimum of Grade 10/Standard 8 or equivalent. Must have good communication skills.
- DUTIES** : Provide cleaning services and support to the campus.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X9032, Pinetown, 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- 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** : 22 August 2022 at 13h00
- POST 29/36** : **GROUNDSMAN (X11 POSTS)**
- SALARY CENTRE** : R104 073 per annum (Level 02)
 : Elangeni TVET College:
 Mpumalanga Ref No: HRM 111/2022
 Mpumalanga Ref No: HRM 112/2022
 Ntuzuma Ref No: HRM 113/2022

KwaMashu Ref No: HRM 114/2022
KwaMashu Ref No: HRM 115/2022
Pinetown Ref No: HRM 116/2022
Qadi Ref No: HRM 117/2022
KwaDabeka Ref No: HRM 118/2022
Ndwedwe Ref No: HRM 119/2022
Inanda Ref No: HRM 120/2022
Inanda Ref No: HRM 121/2022

- REQUIREMENTS** : A Minimum of Grade 10/Standard 8 or equivalent. Must have good communication skills.
- DUTIES** : Provide cleaning services and support to the campus.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X9032, Pinetown, 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- 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** : 22 August 2022 at 13h00