

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**(Coastal KZN Technical Vocation Education and Training)**  
**(Central Johannesburg TVET College)**  
**(Northern Cape Urban TVET College)**  
**(Thekwini TVET College)**  
**(Maluti TVET College)**

**OTHER POSTS**

- POST 31/73** : **ASSISTANT DIRECTOR: TECHNICAL VOCATIONAL EDUCATION AND TRAINING MANAGEMENT INFORMATION SYSTEMS (TVET MIS) REF NO: CAO01/2022**
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)  
 : Coastal KZN TVET College (Central Office)  
 : Recognised National Diploma in (NQF6)/ Bachelor`s Degree in Information Management; Computing or equivalent qualification; 3–5 years` working experience in Information Technology or any relevant knowledge; Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVET MIS system; Annual reporting requirement by the Higher Education Institutions; Knowledge and understanding of Information Management; Knowledge, understanding; Application and interpretation of office management; ITS system, Data warehouse and IT prescripts.
- DUTIES** : Manage and monitor the College TVET MIS; Maintain the ITS system and other related system; Manage the student data; Set up the system in readiness for enrolment and support other processes; Set up the student system for registration of students and ensure credibility and reliability; Control the quality of captured data and report if there are errors; Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office; Compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET; Submit monthly report on skills & learnership on monthly basis; Interact with service provider regarding upgrades and request for assistance; Render management service to the staff; Ensure completion of performance agreements by all employees in the unit; Supervision of staff.
- ENQUIRIES APPLICATIONS** : Mr RK Ramdev Tel No: 031-905 7000  
 : Quoting the relevant reference number, direct your application to: The Administrator, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (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. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their application (only when shortlisted). Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department`s intention to promote equity (race, gender and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates may be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited

		for an interview within 60 days of the closing date should consider their application unsuccessful
<b><u>CLOSING DATE</u></b>	:	08 September 2022
<b><u>POST 31/74</u></b>	:	<b><u>ASSISTANT DIRECTOR: PARTNERSHIPS AND LINKAGES REF NO: NCUTVET/DHET 2022/06</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum (Level 10)
<b><u>CENTRE</u></b>	:	Kimberley (Northern Cape Urban TVET College)
<b><u>REQUIREMENTS</u></b>	:	Recognized three-year National Diploma (NQF 6) Project Management or Marketing 3-5 years working experience in Project Management and or Business development environment. Driver's licence Recommendations: Building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes ,Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of administration reporting process and procedures. Negotiation Communication Presentation Academic Process and moderation procedures Administrative Planning and organizing Financial management Report writing Communication and interpersonal Problem solving Computer literacy Analytical Client oriented Project management Team leadership Planning and organizing People management.
<b><u>DUTIES</u></b>	:	The incumbent is responsible for: Build a database of local business and other linkages Participate in business forums and identify project opportunities Develop project proposals and plans for joint initiatives Facilitate handover with the College managers Form partnership with industry and relevant stakeholders Identify opportunities for College income generation Establish work environment simulation potential Provide market needs business case rationale for all opportunities Identify appropriate partner or service provider Coordinate the submission of tenders and funding proposals Provide information and reports on programmes, funding and partnership to DHET and other stakeholders Develop and update schedule of local government projects and opportunities Identify College synergies potential contribution to provincial departments Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with College core business Conduct visibility studies for all new and proposed projects Develop the project and budget Partner with relevant research organisations Negotiate and sign service level agreements and or contracts with clients Provide training and support to LPU and campus staff members on SETA and contractual compliance matters Coordinate accreditation and application for new programme approvals Handover the project to the relevant campus or occupational manger Oversee and maintain student work placement and Work Integrated Learning (WIL).
<b><u>ENQUIRIES</u></b>	:	E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
<b><u>APPLICATIONS</u></b>	:	Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<b><u>CLOSING DATE</u></b>	:	08 September 2022

**POST 31/75** : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: NCUTVET/DHET 2022/07**

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Kimberley (Northern Cape Urban TVET College)  
**REQUIREMENTS** : An appropriate Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification 3-5 years in Education/Teaching and Learning environment or related field Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act Knowledge and understanding of electoral processes Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act.

**DUTIES** : The incumbent will be responsible for: Ensure the overall management and coordination of student support services. Ensure the overall management and provision of student counselling services. Ensure the overall management and implementation of student work placement and Work Integrated Learning (WIL) policies Ensure the overall management and provisioning of career guidance, counselling and academic support for students Ensure the overall management and facilitation of student governance and student leadership development and exit support programme Ensure the overall management and implementation of sport, recreation, arts and culture programs in the entire college Manage student residents

**ENQUIRIES** : E MokokonG- HR Unit Tel No: (053) 839 2099/053 839 2074  
**APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

**CLOSING DATE** : 08 September 2022

**POST 31/76** : **ASSISTANT DIRECTOR: EXAMINATION AND ASSESSMENTS REF NO: NCUTVET/DHET 2022/08**

**SALARY** : R477 090 per annum (Level 10)  
**CENTRE** : Kimberley (Northern Cape Urban TVET College)  
**REQUIREMENTS** : An appropriate National Diploma (NQF 6) in Education/ Administration or equivalent qualification 3-5 years in the Teaching and Learning environment/ related field. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: 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 Regulations and Public Service Act, Labour Relations Act.

**DUTIES** : The incumbent will be responsible for: Manage the provision of examination services Manage the administration of exam venues (i.e seating plan, direction to exam venue, instruction to student and other related duties as per exam manual). Manage concessions for students with disabilities prior examination sitting. Monitoring of examination processes and procedures. Manage the administer College exam centers for trimester or semester or year examination cycle. Manage compliance of examination policy and regulations by invigilator and student. Manage the safekeeping and distribution of question papers. Develop the internal Assessment (ICASS/ISAT) Monitoring and Verification tool. Develop College Examination Policy and Terms of References (TOR) for Examination related committee. Manage training of Invigilators, Markers and Data Capturers Manage the development of internal marking plan and administer internal marking centers. Manage and develop Invigilator agreements, contracts and signing thereof. Manage and coordinate the appointment of Chief Invigilators and Examination Officers. Ensure that training for Invigilators, Markers and Data Capturers on exam processes and procedures are conducted. Manage the establishment of the function of Irregularity Committee Manage the establishment of both the Examination and Irregularity Committee for both Colleges and Campuses Manage the control of issuing of the certificates Manage the issuing of certificate application form and quality assurance on submitted data. Manage the processing and submitting of all Diploma applications, keep record and handle enquiries. Manage the tracking of outstanding certificate applications (Statement of results, Diploma, NCV Certificates). Manage the distribution of certificates to the students Manage proper administration of the examination unit Manage the communication of exam time tables to the students. Manage the distribution of examination results, year mark etc to the Campus Managers. Manage the clashing of exams dates.

**ENQUIRIES** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
**APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

**CLOSING DATE** : 08 September 2022

**POST 31/77** : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: NCUTVET/DHET 2022/09**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Kimberley (Northern Cape Urban TVET College)  
**REQUIREMENTS** : An appropriate National Diploma (NQF 6) in Information Technology or related qualification 3-5 years working experience in IT environment. Valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Knowledge of computer hardware, software and programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system Knowledge and understanding of the ICT policies and relevant legislation.

**DUTIES** : The incumbent will be responsible for: Development, review and monitor the implementation of Information Communication Technology (ICT) policies. Information System Management Network Management and Maintenance.

<b><u>ENQUIRIES</u></b>	:	ICT software and hardware Maintenance. Provision of intranet and network services. Management of all Human, Financial and other resources of the unit.
<b><u>APPLICATIONS</u></b>	:	E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
<b><u>NOTE</u></b>	:	Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
<b><u>CLOSING DATE</u></b>	:	08 September 2022
<b><u>POST 31/78</u></b>	:	<b><u>ASSISTANT DIRECTOR: TVETMIS REF NO: NCUTVET/DHET 2022/11</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Kimberley (Northern Cape Urban TVET College)
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree / National Diploma (NQF level6/7 in Information Management, Computing or equivalent qualification At least 3-5 years working experience in Information Technology or any relevant knowledge Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions Knowledge and understanding of Information Management Knowledge, understanding, application and interpretation of office management, coltech, data warehouse and IT prescripts Ability to work independently.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for: TVET MIS management, capturing and data extraction for the college Set up the system in readiness for enrolment and support other processes Control the quality of captured data and report if there are errors Maintain the college TVET MIS system Manage the student data Use various tools, extract data to facilitate statistical reporting Interact with service provider regarding upgrades and request for assistance Maintain data on student registration and Submit monthly report on skills & learnership on monthly basis Compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Set up the student system for registration of students and ensure creditability and reliability Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office. Supervision of staff
<b><u>ENQUIRIES</u></b>	:	E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
<b><u>APPLICATIONS</u></b>	:	Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention

to promote representivity: (race, gender and disability) in the Department through the filling of posts.  
08 September 2022

**CLOSING DATE**

**POST 31/79**

**ASSISTANT DIRECTOR: INTERNAL AUDIT AND RISK REF NO: NCUTVET/DHET 2022/12**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R382 245 per annum (Level 09)  
Kimberley (Northern Cape Urban TVET College)  
An appropriate Bachelor's Degree / National Diploma NQF 6/7 in Internal Audit or related qualification 3-5 years' experience in Internal Audit Experience in the development of policies/implementation strategies Knowledge and understanding of the relevant prescripts, legislation and regulations Knowledge and understanding of the Internal Audit environment Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Knowledge of the relevant prescripts, legislation and regulations Knowledge and understanding of the Internal Audit environment Ability to work independently.

**DUTIES**

The incumbent will be responsible for: The preparation and execution of the internal audit plan Conduct pre-engagement meetings with College management prior to commencement of the audits Obtain College managements approval of the audit scope prior to commencements of the internal audits Planning and drafting of detailed audit procedures for audits per the approved annual audit plan Executing and performing of audit testing per the annual audit plan Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents Ensure overall supervision and facilitate the provision of risk management services Identify risks at the College Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. Provide Risk Management Report to College management and Risk Ensure overall supervision and facilitate the provision of fraud and anticorruption services Ensure overall supervision and facilitate the provision of ethics and integrity management services Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk 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**

E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

**NOTE**

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

**CLOSING DATE**

**POST 31/80**

**ASSISTANT DIRECTOR: MARKETING REF NO: NCUTVET/DHET 2022/13**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R382 245 per annum (Level 09)  
Kimberley (Northern Cape Urban TVET College)  
An appropriate National Diploma (NQF Level 6) in Communication/ Marketing/ Public Relations or equivalent qualification 2-3 years' experience in Marketing

and Communication environment services Recommendations: Knowledge of social media practice and channels Understanding of the importance of brand guidelines, graphic design and applying across a range of channels Knowledge and understanding of stakeholder management Knowledge of events management Knowledge and understanding of digital marketing Knowledge and understanding of website maintenance Knowledge and understating of the application of Public Service legislative framework.

**DUTIES** : The incumbent will be responsible for: Provide internal and external communication services Provide marketing, promotions and branding services Provide public relations and media liaison services. Provide photographic services and drafting of articles Coordinate college events. Provide and maintain the content, design and layout of the college website.

**ENQUIRIES** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
**APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

**CLOSING DATE** : 08 September 2022

**POST 31/81** : **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT REF NO: CJC/FAMA/2022**

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

**CENTRE** : Central Office: Park Town  
**REQUIREMENTS** : Grade 12 certificate or equivalent. A recognised three-year National Diploma (NQF6) in Building Management/ Safety Management/ Construction Management or equivalent/related qualification. A post graduate qualification in the relevant field/s will be an advantage. At least 5 years' relevant experience in the Facilities Management, SHERQ and OHS environment. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system. Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations. Fully Computer literate. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. Planning and organizing. People management. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal. Needs extensive knowledge about Internal Audit Environment. Knowledge of ISO accreditation.

**DUTIES** : Oversee maintenance of buildings and premises. Ensure compliance to SHERQ and OHS Act. Oversee fleet management. Maintain the physical security function including key control, personnel, document and surveillance security. Management of all human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

**ENQUIRIES** : Ms. James P at [jamesp@cjc.edu.za](mailto:jamesp@cjc.edu.za)  
**APPLICATIONS** : All applications are to be sent via email to [recruitment47@cjc.edu.za](mailto:recruitment47@cjc.edu.za). Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.

**NOTE** : Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), stating the post you are applying for and the

relevant reference number, b) a recently updated CV. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (if required). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 02 September 2022 at 16:00
- POST 31/82** : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: NCUTVET/DHET 2022/14**
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Kimberley (Central Office)
- REQUIREMENTS** : An appropriate three (3) years National Diploma in Accounting/ Financial Management or equivalent qualification (NQF level 6) 3-5 years' experience in the financial management environment Computer literacy in in the Microsoft. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE etc
- DUTIES** : The incumbent will be responsible for: Ensure overall supervision and coordination of the annual budgeting process. Ensure overall supervision and perform monthly budgetary and expenditure Analysis Ensure overall supervision, analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Ensure overall supervision and coordination of budget adjustments process Ensure overall supervision and monitor expenditure trends and reconciliation against budget and cash flow projections Ensure overall supervision, coordinate, review, analyse and quality assure the management accounting reporting processes Supervise human, physical and financial resources Compile monthly, quarterly and annual reports against the audit plan. Compile monthly, quarterly and annual reports against the risk register.
- ENQUIRIES APPLICATIONS** : E Mokokong- HR Unit Tinyiko Tel No: (053) 839 2099/053 839 2074  
: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.



**CLOSING DATE** : 08 September 2022

**POST 31/83** : **SENIOR REGISTRATION OFFICER: REGISTRATIONS REF NO: NCUTVET/DHET 2022/15**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
 : Kimberley (Northern Cape Urban TVET College)  
 : An appropriate National Diploma in Business Administration /Public Management/Administration (NQF level 6) 3 years' experience in the college environment of which 2years should be on supervisory level. Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Knowledge of the Public TVET and Higher Education sector and regulatory and legislative framework. Knowledge and understanding of the COLTECH system, TVETMIS and ITS Knowledge of the registration processes. Knowledge of the following Acts: Public Service, Public Regulations, Labour Relations, PSET and CET. Advanced Computer Literacy packages such as Microsoft Excel, Power point, MS Word, group wise Internet etc. Good communication skills (written and verbal) Ability to work under pressure and independently. Willingness to occasionally work after hours when needed.

**DUTIES** : The incumbent will be responsible for: Ensure overall supervision and administering of student registrations. Ensure supervision and rendering of examination and marking centre. Ensure supervision and render career exhibition services. Provide guidance and testing of students, with regard to choice of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure supervision and administering of learning materials, certificates and results. Supervise human, physical and financial resources.

**ENQUIRIES APPLICATIONS** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
 : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

**CLOSING DATE** : 08 September 2022

**POST 31/84** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: NCUTVET/DHET 2022/16**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
 : Kimberley (Northern Cape Urban TVET College)  
 : An appropriate (3) years National Diploma in Accounting/ Financial Management or equivalent qualification (NQF level 6) 3-5 years' experience in the financial management services Recommendations: Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions. Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE, ITS etc

**DUTIES** : The incumbent will be responsible for: Ensure overall supervision and provision of salary administration service. Ensure overall supervision and provision of expenditure and general payments services. Ensure overall supervision of

cash and revenue management services. Ensure overall supervision and provision of asset liability and debt management. Ensure overall supervision and provision of bookkeeping and financial accounting services. Supervise human, physical and financial resources.

**ENQUIRIES** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
**APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley

**NOTE** Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

**CLOSING DATE** : 08 September 2022

**POST 31/85** : **SENIOR LABOUR RELATIONS OFFICER: LABOUR RELATIONS REF NO: NCUTVET/DHET 2022/17**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Kimberley (Northern Cape Urban TVET College)  
**REQUIREMENTS** : An appropriate three (3) year National Diploma (NQF level 6) in Labour Relations, Employment Relations /Human Resource Management or equivalent qualification 3-5 years in Labour Relations or Human Resource Management environment or related field Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Added advantage PERSAL Certificate Recommendations: 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 Relation statutes Sound knowledge of International Labour Organization (ILO) Knowledge and understanding of the TVET/ CET Administration Knowledge and understanding of the Higher Education sector (PSET and CET) Knowledge of PERSAL.

**DUTIES** : The incumbent will be responsible for: Ensure overall supervision and proper implementation of labour relations guidelines and processes. Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes Ensure overall supervision and proper implementation of misconduct case processes. Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions. Ensure overall supervision and represent the employer and monitor the implementation of litigation outcomes. Ensure overall supervision and sound employment relationships. Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconduct and collective bargaining

**ENQUIRIES** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
**APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose

his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

**CLOSING DATE** : 08 September 2022

**POST 31/86** : **SENIOR EXAM OFFICER: STUDENT SUPPORT SERVICES REF NO: NCUTVET/DHET 2022/18**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Kimberley (Northern Cape Urban TVET College)

**REQUIREMENTS** : An appropriate recognised National Diploma (NQF 6) in Education/ Administration or equivalent qualification 3-5 years in the Teaching and Learning environment/ related field Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: 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 Regulations. And Public Service Act, Labour Relations Act.

**DUTIES** : The incumbent will be responsible for: Ensure the overall supervision and coordination of internal and external examination services Ensure the overall supervision and coordinate training of Invigilators, Markers and Data Capturers Ensure overall supervision and establishment of the function of Irregularity Committee Ensure the overall supervision and management of issuing the certificates. Ensure overall supervision and proper administration of the examination services.

**ENQUIRIES** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074

**APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

**CLOSING DATE** : 08 September 2022

**POST 31/87** : **SENIOR MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER REF NO: NCUTVET/DHET 2022/19**

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Kimberley (Northernn Cape Urban TVET College)

**REQUIREMENTS:** : Recognised three (3) National Diploma (NQF level 6) /Bachelor's Degree in Information Management/ Data Management or equivalent qualification 3-5 years working experience in Data Management / TVET MIS environment or any relevant knowledge. Recommendations: Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions Knowledge and understanding of Information Management Knowledge, understanding, application and interpretation of office management, COLTECH, data warehouse and IT prescripts. Administrative, Planning and organizing ,Financial management ,Report writing, Communication and interpersonal ,Problem solving ,Computer literacy, Analytical, Client oriented, Project management ,Team leadership ,Planning

- and organizing People management ,Client service ,focus ,Integrity, Committed, Proactive, loyal.
- DUTIES** : The incumbent is responsible: Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college. Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of inputs captured on COLTECH system and other related systems. Ensure the overall supervision and administration of all academic and student related system programmes, course and qualification. Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates Supervise human, physical and financial resources.
- ENQUIRIES APPLICATIONS** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
- CLOSING DATE** : 08 September 2022
- POST 31/88** : **SENIOR INTERNAL AUDIT AND QUALITY MANAGEMENT OFFICER REF NO: CJC/SIAQO/2022**
- SALARY** : R321 543 per annum (Level 08), plus benefits as applicable in the Public Sector
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Grade 12 certificate or equivalent. A recognised three-year National Diploma (NQF Level 6) in Internal Audit/ Accounting or equivalent/related qualification. A post graduate qualification in the relevant field/s will be an advantage. 3-5 years in Quality Management System/internal Auditing/Risk Management/ISO training. Knowledge: Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements. Knowledge and understanding of the monitoring of performance management development system. Knowledge and understanding of quality management practice following pieces of legislation: FET Act, ISO standards, Quality Management System etc. and internal auditor. Knowledge and understanding of Quality Management System reporting process and procedures. Skills: Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management. Values/attributes: Client service focus, Integrity, Committed, Proactive, loyal.
- DUTIES** : Render Internal Audits services to the college. Conduct customer satisfaction surveys for the college. Schedule and conduct management reviews for the college. Assist in preparing and conducting SABS surveillance Audits/ Recertification Audits for the college. Provide administrative duties and adhere to policies.
- ENQUIRIES APPLICATIONS** : Ms P. James at [jamesp@cjc.edu.za](mailto:jamesp@cjc.edu.za)  
: All applications are to be sent via email to [recruitment48@cjc.edu.za](mailto:recruitment48@cjc.edu.za). Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), stating the post you are applying for and the relevant reference number, b) a recently updated CV. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (if required). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 02 September 2022 at 16:00
- POST 31/89** : **SENIOR RISK, FRAUD, ETHICS AND INTEGRITY MANAGEMENT OFFICER REF NO: CJC/SRFE/2022**
- SALARY** : R321 543 per annum (Level 08), plus benefits as applicable in the Public Sector
- CENTRE REQUIREMENTS** : Central Office: Park Town  
Grade 12 or equivalent qualification. A recognised National Diploma (NQF Level 6) in Risk Management/ Internal Audit or equivalent qualification related qualification. 3-5 years' experience in Risk Management or Internal Audit or related field. Knowledge: Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Skills: Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management. Values/attributes: Client service focus, Integrity, Committed, Proactive, loyal.
- DUTIES** : Facilitate the provision of risk management services. Facilitate the provision of fraud and anticorruption services. Facilitate the provision of ethics and integrity management services. Facilitate risk, fraud, ethics and integrity management awareness and trainings.
- ENQUIRIES APPLICATIONS** : Ms P. James at [jamesp@cjc.edu.za](mailto:jamesp@cjc.edu.za)  
All applications are to be sent via email to [recruitment49@cjc.edu.za](mailto:recruitment49@cjc.edu.za). Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), stating the post you are applying for and the relevant reference number, b) a recently updated CV. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (if required). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 02 September 2022 at 16:00

**POST 31/90** : **SENIOR LABOUR RELATIONS OFFICER REF NO: CJC/SLRO/2022**

**SALARY** : R321 543 per annum (Level 08), plus benefits as applicable in the Public Sector

**CENTRE REQUIREMENTS** : Central Office: Park Town  
Grade 12 certificate or equivalent. A recognized three- year (3) National Diploma (NQF level 6) in Labour Relations, Employment Relations /Human Resource Management or equivalent qualification. A post graduate qualification in the relevant field/s will be an advantage. 3-5 years Labour Relations experience and Public Service environment experience will be an advantage. Possession of Driver's License will be an advantage. Possession of PERSAL Certificate is advantageous. Knowledge: Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Employment Equity 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 Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET Administration.

**DUTIES** : Ensure promotion of sound Labour Relations in the college. Administer and investigate grievances and disputes cases in the college. Administer and investigate misconduct cases in the College. Participate in collective bargaining Forum activities. Maintaining of stakeholder relations between the employer and the employee. Update and Maintain database on grievances, disputes, misconducts and appeals. Capture all Labour Relations cases on PERSAL. Monitoring, managing and reporting of Industrial action/ strike. Management of resources of Labour Relations Unit in the College.

**ENQUIRIES APPLICATIONS** : Ms P. James at [jamesp@cjc.edu.za](mailto:jamesp@cjc.edu.za)  
: All applications are to be sent via email to [recruitment50@cjc.edu.za](mailto:recruitment50@cjc.edu.za). Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.

**NOTE** : Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), stating the post you are applying for and the relevant reference number, b) a recently updated CV. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (if required). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

**CLOSING DATE** : 02 September 2022 at 16:00

**POST 31/91** : **SENIOR STUDENT SUPPORT SERVICES OFFICER REF NO: CJC/SSSO/2022**

**SALARY** : R321 453 per annum (Level 08), plus benefits as applicable in the Public Sector

**CENTRE REQUIREMENTS** : Central Office: Park Town  
Grade 12 certificate or equivalent. An appropriate Bachelor's Degree (NQF Level7) in Psychology or BA. Social Work (Major in Psychology) or equivalent / related qualification. A post graduate qualification in the relevant field/s will be an advantage. 3-5 years in Student support administration/Teaching and Learning environment or related field. Knowledge: Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act.

Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act. Skills: Administrative, Planning and organizing, 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** : Ensure the provisioning of student support services and student placement assessment. Ensure the provisioning of student counselling. Ensure the provisioning of career guidance and academic support for students. Ensure facilitation of student governance and student leadership development and exit support programme. Ensure implementation of gender mainstreaming and disability within students. Management of human, physical and financial resources of the unit.

**ENQUIRIES** : Ms P. James at [jamesp@cjc.edu.za](mailto:jamesp@cjc.edu.za)  
**APPLICATIONS** : All applications are to be sent via email to [recruitment53@cjc.edu.za](mailto:recruitment53@cjc.edu.za). Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.

**NOTE** : Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), stating the post you are applying for and the relevant reference number, b) a recently updated CV. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (if required). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

**CLOSING DATE** : 02 September 2022 at 16:00

**POST 31/92** : **SENIOR EXAMINATION OFFICER REF NO: CJC/SEO/2022**

**SALARY** : R321 543 per annum (Level 08), plus benefits as applicable in the Public Sector

**CENTRE** : Central Office: Park Town

**REQUIREMENTS** : Grade 12 or equivalent qualification. A recognised National Diploma (NQF Level 6) in Education/ Administration or equivalent qualification. 3-5 years in the Teaching and Learning environment/ related field. Knowledge: 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 of internal and external assessment practiced in the college. Understand the process of marking, capturing of marks and querying and certificate applications. Knowledge of legislation on examination. Knowledge of management of question papers and examination erratus. 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 Regulations and Public Service Act, Labour Relations Act. Skills: Administrative, Planning and organizing, 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** : Ensure the provision of examination services. Conduct training of Invigilators, Markers and Data Capturers. Establish the function of Irregularity Committee. Ensure the management and control of issuing of the certificates. Ensure proper administration of the examination unit. Manage all human, financial and other resources in the unit. Dissemination of information to staff, students. Responsible for quality assurance of student's examination data and results. Plan, monitor and implement ICASS, PATS and ISAT. Receive and dissemination of all memorandum during examination.
- ENQUIRIES APPLICATIONS** : Ms P. James at [jamesp@cjc.edu.za](mailto:jamesp@cjc.edu.za)  
: All applications are to be sent via email to [recruitment54@cjc.edu.za](mailto:recruitment54@cjc.edu.za). Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), stating the post you are applying for and the relevant reference number, b) a recently updated CV. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (if required). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 2 September 2022 at 16:00
- POST 31/93** : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: CORP 2/2022 (X1 POST)**  
Section: Human Resource Development  
(Permanent)
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
: Thekwini TVET College (Central Office)  
: Matric certificate or equivalent Recognized National Diploma in Human Resource Management/ Development (NQF level 6) or relevant qualification PERSAL Certificates 2–3 years' relevant experience in Human Resource development environment. (Proof to be attached signed by the Head of the Institution) Plus two years' supervisory experience in the area of HRD/A Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.), Skills Development policy of the Department of Higher Education and Training Must have a valid driver's license Understanding of HR planning.
- DUTIES** : Develop Training plan and co-ordinate training Prepare and submit WSP/ATR Manage and co-ordinate performance management Prepare and submit employment equity Facilitate Training Coordinate training Facilitate the induction of new employees in the College Control the utilization of HRD Budget Facilitate the implementation of Employment Equity Plan Monitor the implementation of PMDS and IQMS and ensure deadlines are met Coordination and facilitation of training programmes Facilitate the training and development functions to the entire College Implement and report the Training plans Skills analysis of staff Develop training strategy and plan Be the SDF of the College Responsible for Human Resources planning.
- ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 0312508400/08



- APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document)), which must be completed in full, signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full. On application please submit Z83 and also a detailed Curriculum Vitae only. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: The employment decision shall be informed by the Employment Equity Plan of the College. The College is an equal opportunity employer and it reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful. All successful candidates will be subjected to qualifications verification before appointment.
- CLOSING DATE** : 02 September 2022
- POST 31/94** : **SENIOR STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: FIN 1/2022 (X1 POST)**  
Section: financial accounting and management accounting  
(Permanent)
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)  
Thekwini TVET College (Central Office)  
Matric certificate or equivalent Recognized three (3) years National Diploma in Accounting / Financial Management or equivalent qualification (NQF level 6) 2 - 3 years' experience in the financial management environment Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, PPPFA, PSA, Financial Manual) Knowledge of financial operating systems (PERSAL, COLTECH, SAGE etc) Computer skills Planning and organizing Good verbal and written communication Basic numeracy skills Ability to perform routine tasks Ability to operate office equipment Flexibility Interpersonal Relations Accuracy Client service focus Integrity Committed, Proactive and Loyal.
- DUITES** : Ensure overall supervision and coordination of the annual budgeting process Ensure overall supervision and perform monthly budgetary and expenditure analysis Ensure overall supervision, analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required Ensure overall supervision and coordination of budget adjustments process Ensure overall supervision and monitor expenditure trends and reconciliation against budget and cash flow projections Ensure overall supervision, coordinate, review, analyse and quality assure the management accounting reporting processes Supervise human, physical and financial resources.
- ENQUIRIES APPLICATIONS** : Ms. Vuyiswa Madonda Tel No: 0312508400/08  
Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document)), which must be completed in full, signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full. On application please submit Z83 and also a detailed Curriculum Vitae only. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: The employment decision shall be informed by the Employment Equity Plan of the College. The College is an equal opportunity employer and it reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful. All

successful candidates will be subjected to qualifications verification before appointment.

**CLOSING DATE** : 02 September 2022

**POST 31/95** : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: FIN 2/2022 (X1 POST)**  
Section: Financial Accounting and Management Accounting (Permanent)

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Thekwini TVET College (Central Office)  
**REQUIREMENTS** : Matric certificate or equivalent Recognized three (3) years National Diploma in Accounting/Financial Management or equivalent qualification (NQF level 6) 2-3 years' experience in the financial in the financial management environment Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics Knowledge of financial accounting procedure, methods and principles Established for the processing of specific salary/ financial transactions Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA), Financial Manual) Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE) Computer skills Planning and organizing Good verbal and written communication Basic numeracy skills Ability to perform routine tasks Ability to operate office equipment Flexibility Interpersonal relations Accuracy.

**DUTIES** : Ensure overall supervision and provision of salary administration service Ensure overall supervision and provision of expenditure and general payments services Ensure overall supervision of cash and revenue management services Ensure overall supervision and provision of asset liability and debt management Ensure overall supervision and provision of bookkeeping and financial accounting services Supervise human, physical and financial resources.

**ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 0312508400/08  
**APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Thekwini TVET College website and upload all documents required per advert.

**NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document)), which must be completed in full, signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full. On application please submit Z83 and also a detailed Curriculum Vitae only. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: The employment decision shall be informed by the Employment Equity Plan of the College. The College is an equal opportunity employer and it reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful. All successful candidates will be subjected to qualifications verification before appointment.

**CLOSING DATE** : 02 September 2022

**POST 31/96** : **SENIOR BURSARY OFFICER REF NO: FIN 3/2022 (X1 POST)**  
Section: Financial Accounting and Management Accounting (Permanent)

**SALARY** : R321 543 per annum (Level 08)  
**CENTRE** : Thekwini TVET College (Central Office)  
**REQUIREMENTS** : Matric certificate or equivalent Recognized three (3) year National Diploma in Financial Management/Accounting (NQF level 6) 2-3 years' experience in bursary /financial aid services knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, PPPFA, Financial Manual). Knowledge of financial operating systems (Coltech etc.) Computer skills. Planning and organizing. 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** : Ensure overall supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. Ensure the overall supervision and administration of bursary and financial aid schemes application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorization of disbursement of funds Ensure overall supervision and facilitation of other financial aid schemes i.e WRSETA, HWSETA etc. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student applications in terms of Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate reports on all bursary and financial aid allocations for the entire college Supervise human, physical and financial resources.
- ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 0312508400/08
- APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document)), which must be completed in full, signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full. On application please submit Z83 and also a detailed Curriculum Vitae only. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: The employment decision shall be informed by the Employment Equity Plan of the College. The College is an equal opportunity employer and it reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful. All successful candidates will be subjected to qualifications verification before appointment.
- CLOSING DATE** : 02 September 2022
- POST 31/97** : **SENIOR REGISTRATION OFFICER REF NO: CJC/SRO/2022**
- SALARY** : R321 543 per annum (Level 08), plus benefits as applicable in the Public Sector
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Grade 12 or equivalent qualification. Recognized three (3) year National Diploma in Financial Management/Accounting (NQF level 6) or related / equivalent qualification. At least 3-5 years' relevant experience in Teaching and Learning PSET environment. Knowledge: Basic knowledge of financial services 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 (ITS etc.). Skills: Computer skills. Planning and organizing. Language. Good verbal and written communication. Basic numeracy skills. Ability to perform routine tasks. Flexibility. Interpersonal Relations. Accuracy. Aptitudes of figures. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.
- DUTIES** : Ensure administration of bursary application processes and financial aid schemes. Review application for financial Aid. Analyse NSFAS provisionally funded students. Authorize disbursement of funds. Report on all bursary and financial aid allocations and progress. Management of all financial aid resources.
- ENQUIRIES** : Ms P. James at [jamesp@cjc.edu.za](mailto:jamesp@cjc.edu.za)
- APPLICATIONS** : All applications are to be sent via email to [recruitment55@cjc.edu.za](mailto:recruitment55@cjc.edu.za). Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), stating the post you are applying for and the relevant reference number, b) a recently updated CV. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (if required). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 02 September 2022 at 16:00
- POST 31/98** : **PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: NCUTVET/DHET 2022/20**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
 : Kimberley (Northern Cape Urban TVET College)  
 : An appropriate Bachelor's Degree (NQF 7) in Psychology / BA. Social Work (Major in Psychology) or Sports Science, or equivalent qualification and 2-3 years' experience in Employee Health and Wellness environment or related field Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Knowledge of Basic knowledge of Health and Wellness policies, processes and systems.
- DUTIES** : The incumbent will be responsible for: Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework Assist with the implementation of health and wellness policy for the college. Assist with conducting Health and wellness surveys. Coordinate Health and Wellness programme based on the Health Wellness survey. Provide support in the implementation of Employee Wellness programme services Promote psych-social wellness of employees in the college Provide counselling 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 Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings. Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk 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** : E Mokokong- HR UnitTel No: (053) 839 2099/053 839 2074  
 : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
- CLOSING DATE** : 08 September 2022

**POST 31/99** : **CHIEF ADMINISTRATION CLERK: HUMAN RESOURCE ADMINISTRATION REF NO: NCUTVET/DHET 2022/21**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
: Kimberley (Northern Cape Urban TVET College)  
: An appropriate three (3) years Recognized National Diploma in Human Resource Management/Development (NQF level 6) relevant PERSAL Certificates 2-3 years' relevant experience in Human Resource Management / Administration environment. Extensive knowledge on PERSAL System Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Understanding and utilisation of the PERSAL system. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.) Knowledge and understand of human resource prescripts and practice.

**DUTIES** : The incumbent will be responsible for: Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.) Implement termination of services. Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc.) Supervisor human resources / staff.

**ENQUIRIES APPLICATIONS** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

**CLOSING DATE** : 08 September 2022

**POST 31/100** : **PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: NCUTVET/DHET 2022/22**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
: Kimberley (Northern Cape Urban TVET College)  
: An appropriate National Diploma in Human Resource Management/Development (NQF level 6) Relevant PERSAL Certificates. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage 2-3 years' experience years' relevant experience in Human Resource development environment Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.) Knowledge and understanding of coordination and facilitation of training Knowledge and understanding of application of Employment Equity Act Knowledge and understanding of PMDS and IQMS.

**DUTIES** : The incumbent will be responsible for: Implement all training and development programmes in line with approved plans. Facilitate the development and implementation of Work Skills Plan. Process bursaries in line with the departmental policy. Coordinate the implementation of Internship and Learnership Programmes. Coordinate the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff. Facilitate the development of job descriptions Provide assistance on the development, review and implementation of Employment Equity Plan for the College Supervise human

resources / employees. Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Compile monthly, quarterly and annual reports against the audit plan. Compile monthly, quarterly and annual reports against the risk register.

**ENQUIRIES** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
**APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

**CLOSING DATE** : 08 September 2022

**POST 31/101** : **PERSONNEL PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: NCUTVET/DHET 2022/23**

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Kimberley (Northern Cape Urban TVET College)  
**REQUIREMENTS** : Recognised three (3) year National Diploma in Human Resource Management (NQF level 6) or equivalent qualification. 2-3 years' experience  
Recommendations: Must be able to use Microsoft (Word, Excel) Compiling of reports Must be able to deal with all levels of staff Must be able to understand and interpret PMDS Policy All information must be kept confidentially Must be able to write submissions and letters Must be able to communicate clearly (personally and telephonically) Give advice where necessary Ability to apply innovative and creative thinking Ability to systematically identify bottlenecks and resolve them.

**DUTIES** : The incumbent will be responsible for: Support effective management of individual performance management. Capturing all PMDS documents on PERSAL and excel spreadsheet Development of an effective performance management database Assist in Conduction training session on PMDS Policy Facilitate and coordinate Branch Moderation Process.

**ENQUIRIES** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
**APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

**CLOSING DATE** : 08 September 2022

**POST 31/102** : **PROVISIONING OFFICER: SUPPLY CHAIN REF NO: NCUTVET/DHET 2022/24**

**SALARY** : R261 372 per annum (Level 07)

- CENTRE REQUIREMENTS** : Kimberley (Northern Cape Urban TVET College)  
 : An appropriate National Diploma in Supply Chain Management/ Logistics/Public Management or equivalent qualification (NQF level 6) BAS, LOGIS, ITS and MIS will be added advantage At least 2-3 years' experience in Supply chain environment Recommendations: Knowledge of BAS /LOGIS/ ITS system Knowledge of assets disposal procedure Knowledge and understating of legislative framework governing the Public Services Knowledge of Assets Management Knowledge of Supply Chain Policies Knowledge of Department of Higher Education mandate.
- DUTIES** : The incumbent will be responsible for: 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 Provide logistical and disposal services.
- ENQUIRIES APPLICATIONS** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
 : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.
- CLOSING DATE** : 08 September 2022
- POST 31/103** : **IT TECHNICIAN: INFORMATION TECHNOLOGY AND COMMUNICATION REF NO: NCUTVET/DHET 2022/25**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
 : Kimberley (Northern Cape Urban TVET College)  
 : An appropriate National Diploma in Information Technology (IT)/ Computer Science or equivalent At least 1-2 years' experience in IT environment Software and hardware support (Windows Microsoft Valid code B driver's licence Added Advantage A+ITIL v3 Foundation Recommendations: IT Hardware and Software Understanding of Desktop, Networking and Voice communication infrastructure Program Installations Understanding of IT Help Desk operation Full comprehension of IT first and second line of IT support Effective customer relation BAS (Desktop) PERSAL(Desktop) COLTECH(Desktop) Vulindlela MIS Systems and any related Systems (Desktop).
- DUTIES** : The incumbent will be responsible for: Assist in management of Service Desk and Desktop support function services Setup user account on desktop and laptop (mailbox and windows) Unlocking of password using Admin Pack Setting up desktop, printers and data projectors Assist in maintaining a service catalogue and standard operating procedures Implementation of IT services Desk policies Perform backups information and anti-virus support and offsite storage perform trouble shooting and diagnosis Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system Install, maintain, support telephone system and network Perform installation, configuration, testing and upgrade tasks that may require some research and analysis Provide telephonic support Prove network cabling Perform PC installations and software installation Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones Configuring mainframe applications (BAS, LOGIS & PERSAL) Troubleshooting of all issues reported Rendering of IT information management services: Plan, develop and improve computer-based information systems. Maintain information

management systems such as database to ensure integrity and security of data Gather and analyses users' issues in ICT and provide solutions.  
E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074

**ENQUIRIES APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

**CLOSING DATE** : 08 September 2022

**POST 31/104** : **SPORTS, ARTS AND CULTURAL OFFICER REF NO: NCUTVET/DHET 2022/26**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
Kimberley (Northern Cape Urban TVET College)  
Recommendations: Knowledge Employment service market Knowledge PSET and CET Act Knowledge Public Service prescripts Knowledge DHET Policies.

**DUTIES** : The incumbent will be responsible for: Establish and maintain sport and recreation structures and clubs in schools, wards and local Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation Facilitate capacity building programmes Create an enabling environment for the talent identification Administer coach education in terms of different sporting codes Monitor and evaluate progress of education and training activities Perform events management/coordination activities Liaise with hubs, sport federation, sport councils and academy to increase the number of participants in sports and recreation activities Implement programs to increase and improve relations between sports and recreation stakeholders Plan, develop and implement school and community sport, school and community mass participation and high performance programs Formulate and administer league related sport programs Promote health and fitness in communities Provide an oversight role in the implementation of sports academy and recreation council programs Encourage all levels of communities to participate in different codes of sports and recreation activities Monitor the implementation of all transformation policies and programs Promote gender mainstream in sport and recreation Promote integrated programs of all sector department and relevant stakeholders Promote awareness and participation to all ages, gender and capability categories Collect, analyze, compile and update data in all sport and recreational activities Provide administrative and technical support with regard to sports and recreation facilities and infrastructure Administer the system for storage, maintenance, issue and return of sport and physical recreation equipment Examine, compile and monitor transfer payments of funded projects Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft. Create awareness programmes for craft, performing and visual arts. Conduct needs analysis and provide professional advice on performing, visual arts and crafts. Render administrative functions in relation to programmes that are implemented.

**ENQUIRIES APPLICATIONS** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley.



- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
- CLOSING DATE** : 08 September 2022
- POST 31/105** : **ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: CJC/AOSM/2022**
- SALARY** : R261 372 per annum (Level 07), plus benefits as applicable in the Public Sector
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Grade 12 certificate or equivalent. A three-year (3) diploma / degree in Safety and Security Management qualification or equivalent. A post-graduation qualification will be an added advantage. 3- 5 years' relevant experience in clerical/Administrative environment as a security officer. A valid code 10 drivers licence. A code A Motorcycle licence will be an advantage. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, immovable Asset Management Act, Telephone Management system, fire control system and facilities management system. Knowledge of the access control procedures, building patrols, Overseeing security registers and key controls, Knowledge of measures for the control and movement of equipment and stores, Knowledge of prescribed security procedures and the authority of security officers under these documents, Knowledge on the relevant emergency procedures. Skills: Reading, Writing, Language, operating equipment, literacy Communication (verbal and written), People management, Office management and administration, Analytical, Computer literacy, Problem-solving, Planning and organizing Ability to work under pressure, Adaptive, Confidentiality, Integrity, Disciplined. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal. Honesty.
- DUTIES** : Monitor that access control functions are properly performed. Ensure safety in the building and the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Monitor that all incidents are recorded in the occurrence books/ registers. Render administrative support in the security of buildings and residences. Provide administrative support on safety and security services. Provide administrative support in the effective and efficient management of college buildings student residences. Write and submit security reports related to security matters. Ensure maintenance of safety, law and order in your area of jurisdiction, Monitor security staff and college sites by conducting random patrolling with security personnel, Assign work areas for officers to patrol, Ensure maximum protection to the people and property, Look out for suspicious persons, vandalism or hazards, Respond to alarms and distress calls and write reports, Ensure all security systems, like the burglar alarms and CCTV are working properly, Ensure effective and efficient supply and utilization of security tools and equipment. Management of human, physical and financial resources.
- ENQUIRIES** : Ms P. James at [jamesp@cjc.edu.za](mailto:jamesp@cjc.edu.za)
- APPLICATIONS** : All applications are to be sent via email to [recruitment56@cjc.edu.za](mailto:recruitment56@cjc.edu.za). Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), stating the post you are applying for and the relevant reference number, b) a recently updated CV. 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. Incomplete

applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (if required). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 02 September 2022 at 16:00
- POST 31/106** : **CHIEF REGISTRY CLERK REF NO: CJC/CRC/2022**
- SALARY** : R261 372 per annum (Level 07), plus benefits as applicable in the Public Sector
- CENTRE** : Central Office
- REQUIREMENTS** : Grade 12 or equivalent qualification. A recognized National Diploma in Public Management/ Information Management (NQF level 6) or equivalent qualification. At least 3-5 years' relevant experience in clerical/administrative service environment. Knowledge in record management, practices as well as the ability to capture data, and operate computer. Knowledge and understating of legislative framework governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry. Skills: Able to plan and organize. Communication (Good verbal and written). Computer Literacy. Flexibility. Customer care services. Report writing. Flexibility. Teamwork. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal.
- DUTIES** : Supervise and Provide registry counter services. Supervise the handling incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the processing of documents for archiving and/ disposal. Supervise Human Resource/staff and financial resources in the unit.
- ENQUIRIES** : Ms P. James at [jamesp@cjc.edu.za](mailto:jamesp@cjc.edu.za)
- APPLICATIONS** : All applications are to be sent via email to [recruitment57@cjc.edu.za](mailto:recruitment57@cjc.edu.za). Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), stating the post you are applying for and the relevant reference number, b) a recently updated CV. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (if required). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 02 September 2022 at 16:00

**POST 31/107** : **PROVISIONING OFFICER ASSETS REF NO: SCM 1/2022 (X1 POST)**  
Section: Supply Chain and Asset Management  
(Permanent)

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Thekwini TVET College (Central Office)  
**REQUIREMENTS** : Matric Certificate or equivalent Recognized National Diploma in Supply Chain Management/ Logistics/Public Management (NQF level 6) or equivalent qualification 1-2 experience in asset/supply chain management / logistics services / public management or relevant experience Knowledge of BAS/LOGIS system Knowledge of assets disposal procedure Knowledge and understating of legislative framework governing the Public Services Knowledge of Assets Management Knowledge of Supply Chain Policies Knowledge of Department of Higher Education mandate Planning and organizing Good Communication (verbal and written) Computer Literacy Flexibility Customer care services Report writing Flexibility Teamwork.

**DUTIES** : Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers (IT and Furniture register) Monitor and review the allocation of assets to asset holders Review the monitoring of assets in accordance with the relevant policy and procedures Promote correct implementation of sound asset management practices Administer asset management services. Undertake logistical support services Assist with managing of all asset movement within the College Supervise human resources/staff.

**ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 0312508400/08  
**APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Thekwini TVET College website and upload all documents required per advert.

**NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document)), which must be completed in full, signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full. On application please submit Z83 and also a detailed Curriculum Vitae only. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: The employment decision shall be informed by the Employment Equity Plan of the College. The College is an equal opportunity employer and it reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful. All successful candidates will be subjected to qualifications verification before appointment.

**CLOSING DATE** : 02 September 2022

**POST 31/108** : **PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: SCM 2/2022 (X1 POST)**  
Section: Supply Chain and Asset Management  
(Permanent)

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Thekwini TVET College (Central Office)  
**REQUIREMENTS** : Matric Certificate or equivalent Recognized National Diploma in Supply Chain Management/ Logistics/Public Management (NQF level 6) 1-2 years' experience in supply chain management and asset management environment. Knowledge of assets disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of Assets Management. Knowledge of Supply Chain Policies Knowledge of Department of Higher Education mandate. Planning and organizing. Good Communication (verbal and written) Computer Literacy Flexibility Customer care services Report writing Teamwork.

**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 Provide logistical and disposal services Supervise staff.

**ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 0312508400/08

- APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document)), which must be completed in full, signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full. On application please submit Z83 and also a detailed Curriculum Vitae only. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: The employment decision shall be informed by the Employment Equity Plan of the College. The College is an equal opportunity employer and it reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful. All successful candidates will be subjected to qualifications verification before appointment.
- CLOSING DATE** : 02 September 2022
- POST 31/109** : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: CORP 1/2022 (X1 POST)**  
Section: Employee Health and Wellness  
(Permanent)
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)  
Thekwini TVET College (Central Office)  
Matric Certificate or equivalent. Appropriate Bachelor's Degree (NQF 7) in Psychology or BA Social Work (Major in Psychology) or equivalent qualification. 1-2 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 organizational wellness. Understanding of HIV/AIDS and TB Management. Understanding Health and Productivity, including PILLIR Understanding Safety Health Environment Risk Quality Management including processes of COIDA In-depth knowledge in conducting counselling Understanding of special programmes such as Gender and Disability. Knowledge and understanding of research methods Knowledge of PERSAL Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.) Knowledge and understanding of bargaining process and dispute resolutions Good communication skills (verbal and written). Good interpersonal skills. Good report writing skills. Good computer skills (Ms Office). Client orientated. Integrity, Committed, Proactive, Ethical.
- DUTIES** : Provide effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework Provide support in the implementation of Employee Wellness Programme services Provide effective and efficient administrative support in the mitigation of the impact on Covid-19, HIV/AIDS, TB and STI epidemic in the college Provide logistical support in commemoration of HIV/AIDS, STI and TB events in accordance with the nation strategic plan Provide effective and efficient administrative support in the development and Implement of health and wellness policy for the college.
- ENQUIRIES APPLICATIONS** : Ms. Vuyiswa Madonda Tel No: 0312508400/08  
Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on the Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document)), which must be completed in full, signed and dated by the applicant. NB: All parts of the Z83 form must be filled in full. On application please submit Z83 and also a detailed Curriculum Vitae only. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: The employment decision shall be informed by the Employment Equity Plan of the College. The College is an equal opportunity employer and it reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within eight weeks of the closing date of

advertisement should accept that their applications were unsuccessful. All successful candidates will be subjected to qualifications verification before appointment.

- CLOSING DATE** : 02 September 2022
- POST 31/110** : **EMPLOYEE HEALTH & WELLNESS PRACTITIONER REF NO: MALUTITVET/EHWP/001/2022**
- SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Corporate Office (Bethlehem)  
**REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. A three year tertiary qualification in Social Science/ Psychology/ Sports Science/ Social work majoring in Psychology or relevant qualification. 2 years experience in employee health & Wellness field. Recommendation: Computer Literacy (MS Word, MS power Point, MS Excel). Unendorsed driver's license. Knowledge: 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. Understanding Health and Productivity, including PILLIR. Understanding Safety Health Environment Risk Quality Management including processes of COIDA. In-depth knowledge in conducting counselling. Basic knowledge of Health and Wellness policies, processes and systems. Skills: Human Resource Administration and Development. Investigations and negotiations. Administrative. Planning and organizing. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. People management. Presentation skills. Registration with South African Council for Social Services Professions (SACSSP) as a Social Worker or HPCSA as a Psychologist. Appropriate knowledge in Employee Programmes as well as short term counseling.
- DUTIES** : Assist with the implementation of health and wellness policy for the college. Assist with conducting Health and wellness surveys. Coordinate all logistical arrangements for workshops on Health and Wellness programmes to create awareness and support. 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. Provide effective and efficient administrative support in the mitigation of the impact on HIV/AIDS, TB and STI epidemic in the college. Provide logistical support in commemoration of HIV/AIDS, STI and TB events in accordance with the nation strategic plan. Ensure client's files are updated and kept confidential. Handling of routine enquiries from employees, including external stakeholders.
- ENQUIRIES** : Ms TP Mathipe Tel No: 058 303 1732  
**APPLICATIONS** : All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700 No Faxed Or Emailed applications will be accepted.
- NOTE** : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutitvet.co.za](http://www.malutitvet.co.za) (and be fully completed, dated, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the

Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts.

**CLOSING DATE** : 09 September 2022 at 13:00

**POST 31/111** : **PERSONAL ASSISTANT REF NO: MALUTITVET/PA/002/2022**

**SALARY** : R261 372.per annum (Level 07)

**CENTRE** : Corporate Office (Bethlehem)

**REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognized National Diploma in secretarial or relevant qualification. 3-5 years' experience in clerical/administrative environment. Experience in rendering a support service to senior management.Recommendation: Unendorsed Valid Drivers License. Computer Literacy (MS Word, MS power Point, MS Excel) Knowledge: Knowledge of relevant legislation, prescripts, policies and procedures. Basic knowledge of financial Management. Record management of documents. Skills: Good telephone etiquette. Sound organizational skills. Good people skills. High level of reliability. Written and verbal communication skills. Ability to act with tact and discretion. Ability to do research analyze documents and situations. Planning and organizing. Maintain Confidentiality.

**DUTIES** : Provide a secretarial/receptionist support services to the Principal/Office Manager. Render administrative support services. Provide support to Principal/Office Manager regarding meetings. Support the Principal and Office Manager with the administration of the Principal's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly.

**ENQUIRIES** : Ms TP Mathipe Tel No: 058 303 1732

**APPLICATIONS** : All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700 No Faxed Or Emailed applications will be accepted.

**NOTE** : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutitvet.co.za](http://www.malutitvet.co.za) (and be fully completed, dated, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts.

**CLOSING DATE** : 09 September 2022 at 13:00

**POST 31/112** : **CAMPUS ADMINISTRATOR (X2 POSTS)**

**SALARY** : R261 372 per annum (Level 07)

**CENTRE** : Bethlehem Campus (Bethlehem) Ref No: MALUTITVET/BHM/CA/003/2022  
Harrismith Campus (Harrismith) Ref No: MALUTITVET/HARR/CA/004/2022

**REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Office Management/Public Management/Business Management or relevant qualification. 2 – 3 years relevant experience in administrative environment. Recommendation: Computer Literacy (MS Word, MS Excel and MS Power Point). Unendorsed Valid Drivers License. Experience in Financial Management. Knowledge of office administration. Knowledge of Public Service legislations and policies. Understanding of the Higher Education sector. Understanding of corporate governance.

- Understanding Cost center budgetary, expenditure and cash flow management. Skills: Planning and organizing. Financial Management. Report Writing. Communication and Interpersonal. Analytical. Client Oriented. People Management. Problem solving. Team Leadership.
- DUTIES** : Prepare reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Coordinate leave forms and submit to corporate office. Coordinate PMDS documents and submit to corporate office. 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. Support the implementation of college staff wellness programme at campus level. Recommend purchase requisitions to Campus Manager. Draft procurement memo. Complete requisition form. Receive goods and services. Coordinate and submit invoices to corporate office for processing. Verify the correctness of goods and services supplied against the appropriate documentation. Maintain files for all campus staff. Assist in the registration of students.  
Ms TP Mathipe Tel No: 058 303 1732
- ENQUIRIES APPLICATIONS** : All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700 No Faxed Or Emailed applications will be accepted.
- NOTE** : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutitvet.co.za](http://www.malutitvet.co.za) (and be fully completed, dated, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts.
- CLOSING DATE** : 09 September 2022 at 13:00
- POST 31/113** : **IT TECHNICIAN REF NO: MALUTITVET/SEF/IT/005/2022**
- SALARY** : R261 372 per annum (Level 07)
- CENTRE** : Sefikeng Campus (Harrismith)
- REQUIREMENTS** : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Information Technology/ Computer Science or relevant qualification. 1-2 years experience in IT environment. Recommendation Unendorsed Valid Drivers License. Knowledge: IT Hardware and Software. Program installations. Understanding of IT Help Desk operation. Skills: Communication. Good interpersonal skills and attention to detail. Ability to prioritize. Ability to interpret ICT challenges to the users. Time management. Ability to interact with service providers.
- DUTIES** : Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers and data projectors. Assist in maintaining a service catalogue and standard operating procedures. Perform backups information and anti-virus support and offsite storage. perform trouble shooting and diagnosis. Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system. Perform installation , configuration , testing and upgrade tasks that may require some research and analysis. Prove network cabling. Perform PC installations and software

installation. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Provide support of data migration during computer setup. Rendering of IT information management services: Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide assistance on ICT related project activities.

**ENQUIRIES  
APPLICATIONS**

: Ms TP Mathipe Tel No: 058 303 1732  
: All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700 No Faxed Or Emailed applications will be accepted.

**NOTE**

: Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website [www.malutivet.co.za](http://www.malutivet.co.za) (and be fully completed, dated, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts.

**CLOSING DATE**

: 09 September 2022 at 13:00

**POST 31/114**

: **HUMAN RECOURSE CLERK REF NO: CJC/HRC/2022**

**SALARY**

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

**CENTRE  
REQUIREMENTS**

: Central Office: Park Town  
Grade 12 certificate or equivalent. A recognized three- year (3) National Diploma / Degree (NQF level 6) in Human Resources Management, Employment Relations or equivalent qualification. A post graduate qualification in the relevant field/s will be an advantage. 0-2 years' employment experience in Human Resource environment. Possession of PERSAL Certificate is advantageous. Knowledge: Understanding operation of PERSAL. Ability to capture data. Operate computer. Understanding of legislative framework governing the Public Services. Registry policies. Skills: Planning and organizing. Communication (Good verbal and written). Computer Literacy. Flexibility. Customer care services. Report writing. Values/attributes: Client service focus, Integrity, Committed, Proactive, loyal.

**DUTIES**

: The candidate will be responsible for the Implementation of Human Resource practices. Serve as secretariat during selection and interview periods. Administration of Performance Management and Development System & Integrated Quality Management Systems, including capturing into the PERSAL System. Probationary periods adhered to and assist on Pillar processes. Adhere to Government Prescripts. Assist in leave management. Coordinate and facilitate training and induction programmes. Liaise with external training providers. Conduct training needs analysis. Assist with skills development audits. Assist with the Administration of Internships/ Learnerships programmes. Assist with administration of needs directed courses, seminars, and workshops. Serve as a secretary during training committee meetings. Perform other related functions as requested by supervisor.

**ENQUIRIES**

: Ms P. James at [jamesp@cjc.edu.za](mailto:jamesp@cjc.edu.za)



- APPLICATIONS** : All applications are to be sent via email to [recruitment58@cjce.edu.za](mailto:recruitment58@cjce.edu.za). Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted.
- NOTE** : Scanned Applications must consist of only: - a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), stating the post you are applying for and the relevant reference number, b) a recently updated CV. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (if required). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
- CLOSING DATE** : 02 September 2022 at 16:00