

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)
(Mthashana TVET College)
(Goldfields TVET College)
(Mnambithi TVET College)

OTHER POSTS

- POST 32/72** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT REF NO: MTC/ RP1/ 2022**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)
 : Central Office, Vryheid
 : Grade 12 or equivalent plus recognized National Diploma in Human Resource Management or Related qualification. Introduction to PERSAL Certificate will be an added advantage. 3-5 years' practical experience in Human Resource Management environment, and 2 years of supervisory experience. Knowledge of Public Service Legislations and policies related to Human Resource Management. Knowledge and understanding of the TVET administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL and Job Evaluation. Skills: Planning and organizing, Financial Management, Report writing, Problem solving, client oriented, project management, team leadership and Computer Literacy. A valid drivers' licence.
- DUTIES** : Provide Human Resource Administration Services including administer attraction, recruitment, selection, appointment and exit of employees, administer and implement employee compensation. Compile submissions/ memos regarding the positions to be advertised and make follow ups on the advertised posts. Compile Memos regarding for acting allowance and transfers. Provide conditions of service benefits including verifying leave applications before capturing on PERSAL, appointment dates, qualifications, incentives system and HR personnel records. Provide Human Resource Development Services including facilitating the implementation of human resource development strategy and plans. Oversee Human Resource Development services including bursary administration, training interventions, internships and Work Integrated Learning, induction, performance management and development systems and integrated quality management systems. Develop and implement Workplace Skills Pan. Provide Labour Relations services including facilitating the implementation of labour relations guideline processes, collective bargaining, dispute resolutions, resolution of disciplinary cases, grievance and dispute processes. Represent employer and monitor the implementation of litigation outcomes. Promote sound employment relations. Coordinate and facilitate Human Resource Planning and Employment Equity services. Implement employee health and wellness programmes and service. Develop and implement Human Resource policies and manuals. Manage human, financial and other resources of the unit and queries from internal and external clients.
- ENQUIRIES APPLICATIONS** : Mr JM Zwane Tel No: (034 980 1010)
 : Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on www.mthashanacollege.co.za
- NOTE** : The application must include only completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of applications should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state full post description and relevant Post Reference Number on both the form and the envelope. Persons with disabilities are encouraged to apply. Mthashana TVET College reserves the right to fill/withdraw the posts. Applications received after the closing date will under no circumstances be considered. It is the responsibility of applicants to ensure that their applications reach the college on/ before the closing date.

CLOSING DATE : 15 September 2022 at 15:00

POST 32/73 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: GC2022/29**
Permanent

SALARY : R382 245 per annum (Level 09)

CENTRE : Goldfields TVET College

REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Appropriate National Diploma/Degree in Accounting. Minimum of three years supervisory experience gained in a financial environment. Minimum of three years' experience in budgeting, financial accounting and financial management reporting. Recommendation: Computer Literacy. Unendorsed Valid Driver's Licence. Sound understanding of GRAP, IFRS and other relevant finance reporting standards. Strategic capability and leadership. Problem solving and analysis. Technical proficiency, quality management, reconciliation and financial management, communication management and people management and empowerment. A dynamic individual, who is service delivery orientated, customer focused, maintains high integrity and is able to perform in a team environment. Good knowledge of the legislation and prescripts applicable to the public sector will be an added advantage. Candidate must be willing to travel, work irregular hours and be committed to meet deadlines within tight timeframes. SAICA or SAIPA articles will be an advantage. Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet).

DUTIES : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE). Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes. Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting functions. Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting). Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leave and related personnel matters applying laid down Human Resources procedures.

ENQUIRIES : about this post may be directed to Mr LP Norman: Deputy Principal: Finance at Tel No: (057) 910 6000 during office hours

APPLICATIONS : Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the

		posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
<u>NOTE</u>	:	Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19, no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	09 September 2022
<u>POST 32/74</u>	:	<u>ASSISTANT DIRECTOR: RISK, FRAUD AND INTEGRITY MANAGEMENT</u> <u>REF NO: GC2022/30</u> Permanent
<u>SALARY</u>	:	R382 245 per annum (Level 09)
<u>CENTRE</u>	:	Goldfields TVET College
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Risk Management/Internal Audit or equivalent qualification. Five years' experience in Audit, Risk, Fraud, Ethics and Integrity Management or related field and three years' experience must be on supervisory level. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk, Fraud, Ethics and Integrity Management environment. Skills: Planning and organising, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management. Values/attributes: Client service focus, integrity, committed, proactive, loyal.
<u>DUTIES</u>	:	Ensuring overall supervision and facilitating the provision of risk management services. Ensuring overall supervision and facilitating the provision of fraud and anticorruption services. Ensuring overall supervision and facilitating the provision of ethics and integrity management services. Ensuring overall supervision and facilitating risk, fraud, ethics and integrity management awareness and trainings. Supervising human, physical and financial resources.
<u>ENQUIRIES</u>	:	about this post may be directed to Mr MPW Pinkoane: Deputy Principal: Corporate Services at Tel No: (057) 910 6000 during office hours
<u>APPLICATIONS</u>	:	Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
<u>NOTE</u>	:	Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified), Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and

correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

- CLOSING DATE** : 09 September 2022
- POST 32/75** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: MTVET 2022/08**
- SALARY** : R382 236 per annum (Level 09)
CENTRE : Mnambithi TVET College (Central Office)
REQUIREMENTS : Appropriate Bachelor's degree or National Diploma (NQF level 6/7) in Human Resource Management/Public Administration and/or Industrial Psychology, 5 years' relevant experience in a corporate organization and at least 2 years' relevant supervisory experience in a TVET College, University or similar educational institution. Conflict management skills with regard to people management. Good communication and writing skills. Knowledge of Public Service Act, Employment of Educators Act, Labour Laws (Basic condition of Employment Act, Labour Relations Act, Skills Development Act, Skills Levy Act, etc.) PFMA. Computer literacy (MS Word, Excel and PowerPoint) Ability to work under pressure. A valid driver's licence, willingness to travel and willingness to work extended hours when required.
- DUTIES** : Provide HR planning and monitoring services by developing policies, monitoring consistent compliance with prescripts; and monitoring the implementation of employment equity. Provide HR administration services by administering service conditions for staff; managing pension, medical aid and housing allowance for staff. Management of leaves. Ensure timeous advertising and filling of vacancies and keep efficient HR registry. Performance management and Human Resources Development: Provide support on performance management services through IQMS (lecturing staff), PMDS (office-based lecturing staff) and EPMDS (non-lecturing staff). Compile and implement HR unit's annual performance plan. Labour Relations: Provide efficient labour relations services by promoting labour peace, coordination of disciplinary matters within the relevant legislative framework. Conduct performance reviews of staff within the unit, Compile monthly and quarterly report.
- ENQUIRIES** : HR Tel No: (036)6310360
APPLICATIONS : Submission: Applications must be posted to Private Bag X9903, Ladysmith, 3370 and Hand delivery to be delivered at 77 Murchison Street, Ladysmith, 3370, HR Unit.
- FOR ATTENTION** : To Recruitment and Selection
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.
- CLOSING DATE** : 09 September 2022
- POST 32/76** : **ASSISTANT DIRECTOR: FINANCE REF NO: MTVET 2022/09**
- SALARY** : R382 236 per annum (Level 09)
CENTRE : Mnambithi TVET college central office
REQUIREMENTS : An appropriate bachelor's degree/National Diploma (NQF level 6) in Accounting. Candidate with at least 5 years' experience in finance of which 3 years must be at a supervisory level. In-depth knowledge of financial management in public sector, SAGE system, COLTECH system and PERSAL. Must be able to assist in the compilation of annual financial statement. Sound knowledge of GRAP. Other requirements of PFMA and Treasury Regulations, Good interpersonal relations, communication and managerial skills. Ability to work under pressure with strict deadlines. Good computer literacy skills (MS Excel and Ms Word). Ability to work in a team and independently. Assertiveness and self-starter. A valid driver's license.

- DUTIES** : Planning: Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Budgeting: Coordinate, review, analyse and quality assure the budget preparation process. Review of the Balance Sheet Control Accounts; Debt management and revenue) Expenditure management. Reporting: Coordinate, review, analyse and quality assure the management accounting reporting processes. Manage the operational processes, resources and procedures associated with the management and financial accounting functions; Assist with compilation of Annual Financial Statements according to GRAP.
- ENQUIRIES** : HR Tel No: (036)6310360
- APPLICATIONS** : Submission: Applications must be posted to Private Bag X9903, Ladysmith, 3370 and Hand delivery to be delivered at 77 Murchison Street, Ladysmith, 3370, HR Unit.
- FOR ATTENTION** : To Recruitment and Selection
- 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.
- CLOSING DATE** : 09 September 2022
- POST 32/77** : **SENIOR REGISTRATION OFFICER REF NO: GC2022/31**
Permanent
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Goldfields TVET College
- REQUIREMENTS** : Grade 12, Recognised National Diploma (NQF level 6) in Business Administration, Public Management/ administration or equivalent qualification. 2-3 years relevant experience in college / university / school administration environment, valid driver's licence, Employment service market. PSET and CET Act, Knowledge of Registration process, Public Service prescripts, DHET Policies, Industrial operation. Knowledge of opportunity linkages with 26 industries. Knowledge of Identification of opportunities in the market, Labour Market. Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet).
- DUTIES** : Ensure the overall supervision and coordination of student registration at all campuses. Ensure the overall supervision and coordination of career counselling and career exhibition services. Ensure the overall supervision and coordination of guidance and testing of students, with regard to choice of and placement within programmes at all campuses. Ensure the overall supervision and maintenance of database of students enrolled within programmes at all campuses. Ensure the overall supervision and administration of learning materials. Ensure the overall supervision and coordination of registration records.
- ENQUIRIES** : about this post may be directed to Mr LP Norman: Deputy Principal: Corporate Services at Tel No: (057) 910 6000 during office hours
- APPLICATIONS** : Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
- NOTE** : Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All

costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

CLOSING DATE

: 09 September 2022

POST 32/78

: **SENIOR IT TECHNICIAN REF NO: GC2022/32**

Permanent

SALARY

: R321 543 per annum (Level 08)

CENTRE

: Goldfields TVET College

REQUIREMENTS

: Recognized National Diploma in IT (NQF 6) or equivalent. Minimum of 2-3 years in IT Environment. Software and hardware experience. IT Hardware and Software. Server administration. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of Help Desk operation. Full comprehension of IT second and third line of IT 51 support. A+, C+, Apple Mac Lion Support Essentials ITIL v3 Foundation will be and added advantage. Must have a valid driver's licence.

DUTIES

: Oversee the provision of technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Ensure the rendering of IT information management services: Plan, develop and improve computer-based information systems. Server Administration, security of all Technology and Network Configuration. Support, Maintain and Repair ICT Assets (Hardware and Software) and advice ICT Manager. Ensure Liaison with Service Providers in terms of software licensing upgrading and related procurement. Facilitate ICT Training, support IT-related projects and any related task as maybe required. Management of Human, financial and other resources.

ENQUIRIES

: enquiries about this post may be directed to Mr MPW Pinkoane: Deputy Principal: Corporate Services at Tel No: (057) 910 6000 during office hours

APPLICATIONS

: Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.

NOTE

: Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

CLOSING DATE

: 09 September 2022

POST 32/79

: **SENIOR PRACTITIONER: HRD REF NO: GC2022/33**

Permanent

SALARY

: R321 543 per annum (Level 08)

CENTRE

: Goldfields TVET College

REQUIREMENTS

: Recognized National Diploma in Human Resource Management/ Development (NQF level 6) or relevant qualification, PERSAL Certificates. A Certificate in facilitation/ Assessor/ Moderator will be an added advantage. 3-5 years' relevant experience in Human Resource development environment.

- Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR Skills Levey Act, SDA etc.). Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet). Must have a valid driver's licence.
- DUTIES** : Develop Training plan and co-ordinate training. Prepare and submit WSP/ATR. Manage and co-ordinate performance management. Prepare and submit employment equity. 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. Coordination and of training. Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Coordination and facilitation of training programmes.
- ENQUIRIES** : about this post may be directed to Mr BP Sibiyi: Acting Assistant Director: Human Resource Management at Tel No: (057) 910 6000 during office hours
- APPLICATIONS** : Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
- NOTE** : Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
- CLOSING DATE** : 09 September 2022
- POST 32/80** **CHIEF PERSONNEL OFFICER REF NO: GC2022/34**
Permanent
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Goldfields TVET College
: Recognized three (3) year National Diploma in Human Resource Management/Development or relevant qualification (NQF level 6). Relevant PERSAL Certificates. 3-5 years' experience in Human Resource Management. Knowledge and understanding of the application of Public Legislative Framework (PSA, PFMA, PSR, BCEA, LRA, EEA etc), Extensive knowledge and understanding of Human Resource Management prescripts and practices, understanding and utilisation of PERSAL and archive. Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet). Must have a valid driver's licence.
- DUTIES** : Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc. Ensure overall supervision and proper implementation of termination of services. Ensure overall supervision and proper implementation of Recruitment and Selection in line with the Departmental policy and delegations. (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, Probation periods etc.). Ensure overall supervision and proper implementation of staff / personnel records. Supervise human, physical, financial and other resources.

- ENQUIRIES** : enquiries about this post may be directed to Mr BP Sibiyi: Acting Assistant Director: Human Resource Management at Tel No: (057) 910 6000 during office hours.
- APPLICATIONS** : Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
- NOTE** : Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
- CLOSING DATE** : 09 September 2022
- POST 32/81** : **SENIOR BURSARY OFFICER REF NO: GC2022/35**
Permanent
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
: Goldfields TVET College
: Recognized three (3) year National Diploma in Financial Management/Accounting (NQF level 6). 3-5 years' experience in bursary / financial aid services. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS etc.). Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet). Must have a valid driver's licence.
- DUTIES** : Ensure overall supervision and coordination of student bursary schemes and financial aid administrative support services for the entire college. Administer application processes for the entire college in line with NSFAS policy, Verify and upload the registration template. Verify the payment file from NSFAS against the registration template loaded. Ensure all the necessary information regarding bursaries is communicated to all stakeholders. Evaluate financial status of the application of the bursary in line with donor requirements. Determine eligibility of the applicants for considerations. Ensure verification of all applicant's documents, 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** : enquiries about this post may be directed to Mr R Maleke: DCES: Quality Assurance and Risk Management at Tel No: (057) 910 6000 during office hours
- APPLICATIONS** : Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.

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CLOSING DATE : 09 September 2022

POST 32/82 : **SENIOR ADMINISTRATION OFFICER REF NO: GC2022/36**
Permanent

SALARY CENTRE REQUIREMENTS : R321 543 per annum (Level 08)
: Goldfields TVET College
: A National Senior Certificate (Grade 12) or NCV level 4. A 3-year recognised National Diploma/ Degree in Office Administration or Public Administration or Labour Law with a minimum of 3 years in administrative and secretarial duties. Knowledge and understanding of the TVET/ CET Administration. Understanding of corporate governance, must have Planning and organizing skills, Financial management skills, Report writing skills, Communication and interpersonal relations, Problem solving, Computer literacy and a valid drivers' licence. Knowledge of Microsoft windows and Microsoft office competencies. Ability to prepare written reports. Document Management and record keeping skills; ensuring confidentiality of information at all times.

DUTIES : Render administrative/executive support services in the office of the Principal. Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal. Oversee and monitor budget and expenditure in the office of the Principal and College Council. Co-ordinate college inputs for annual, quarterly, monthly reports, Establish and implement effective records and document management.

ENQUIRIES : about this post may be directed to Mr MPW Pinkoane at Tel No: (057) 910 6000 during office hours.

APPLICATIONS : Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.

NOTE : Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own

expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

CLOSING DATE : 09 September 2022

POST 32/83 : **PRACTITIONER: OCCUPATIONAL HEALTH AND SAFETY REF NO: GC2022/37**
Permanent

SALARY : R321 543 per annum (Level 08)
CENTRE : Goldfields TVET College
REQUIREMENTS : Grade 12 or equivalent qualification A National Diploma or Degree in Environmental Health/Occupational Hygiene/Safety Management or relevant qualification. Two (2) to three (3) year's relevant functional experience in Occupational Health and Safety; Policy implementation; Compensation for Occupational Injuries and Disease Act; Occupational Health and Safety Act; Public Finance Management Act; Public Service Act and Regulations; Basic Conditions of Employment Act; Knowledge of research procedures and techniques; Knowledge of design principles, techniques and tools; and an Understanding of Government legislation. A Valid driver's license. Skills and Competencies: Computer literacy (Microsoft Office). Candidates should display good communication, liaison, planning and decision-making skills.

DUTIES : Conduct safety audits; Compile statistics of all Occupational Health and Safety related matters; Implement all SHERQ related activities and ensure proper integration of the EHWP Framework and supporting SHERQ policies; Facilitate hazard and risk identification; Implementing risk mitigation and monitor implementation of corrective measures to prevent occupational injuries/illnesses; Implementing and promoting ergonomics standards, fire prevention, safety evacuation procedures, standards of operation for medical surveillance and worker's compensation; Champion investigation of incidents and monitor non-compliance pertaining to SHERQ policies; OHS legislation and report to relevant stakeholders. Assist with operational planning and identify objectives to further enhance and improve the SHERQ function within the department; Co-ordinate safety training and awareness programmes; Implement Occupational Health and Safety within the entire department; Interpret and co-ordinate recommendations from external audits reports; Develop quarterly reports on fatalities, serious injuries and all related issues described on the incident reporting matrix; Report all defects of OHS and Facilities to relevant managers and Perform other administrative related duties.

ENQUIRIES : enquiries about this post may be directed to Mr KV Mphosi: Assistant Director: Monitoring and Evaluation at Tel No: (057) 910 6000 during office hours

APPLICATIONS : Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.

NOTE : Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified), Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

CLOSING DATE : 09 September 2022

POST 32/84 : **SENIOR PROVISIONING OFFICER: SCM REF NO: CJC/SPO/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 (3) National Diploma in Supply Chain Management/ Logistics/Public Management (NQF level 6) equivalent/related qualification. Knowledge of BAS, LOGIS and MIS will be added advantage. A post graduate qualification in the relevant field/s will be an advantage. At least 5 years' relevant experience in the Supply Chain Management, environment. Knowledge: 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. Skills: Planning and organizing. Communication (Good verbal and written). Computer Literacy. Flexibility. Customer care services. Report writing. Flexibility. Teamwork. Values/attributes: Client service focus. Integrity. Committed. Proactive. Loyal. Needs extensive knowledge about Internal Audit Environment. Knowledge of ISO accreditation.

DUTIES : Render a bidding administration function for the College Bid Committees. Administer the procurement of goods and services through effective and efficient demand management services. Provide an effective Contract Management service to the College. Administer logistical and disposal services. Ensure the provision of asset management service to the College. Management of human, financial and other resources of the unit. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

ENQUIRIES : Ms P. James at jamesp@cjc.edu.za

APPLICATIONS : All applications are to be sent via email to recruitment51@cjc.edu.za

NOTE : 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: - 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, stating the post you are applying for and the relevant reference number, b) a recently updated CV Only. 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 (when shortlisted). 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 : 09 September 2022 at 16:00

POST 32/85 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: CJC/FCC/32/2022**

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. Recognized three (3) year National Diploma /Bachelor Degree in Financial Management. A postgraduate qualification in Financial Management will be advantageous); 3-5 years' financial experience. Knowledge: Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, Standards of Generally Recognised Accounting Practice

(GRAP). Knowledge of financial and administrative processes. Knowledge of an accounting system (ITS Accounting system will be an advantage). Skills: Accounting System knowledge. Advanced Microsoft Office skills, Excellent command of business language, Excellent report writing skills, Ability to communicate and express an opinion on difficult topics. Persuasion and Negotiation skills. Time Management, Emotional Intelligence, Interpersonal Relations.

DUTIES : Budgeting: Facilitate and coordinate the annual budget process. Compile annual budget for the College and ensure the implementation of budgetary controls and expenditure. Compile Medium Term Expenditure projections. Monitor expenditure trends and reconciliation against budget and cash flow projections. Manage income and expenditure. Monitor monthly reconciliations. Financial Reporting: Compile monthly financial reports. Monitoring of all income and expenditure analysis to guide the Assistant Director Finance and the CFO. Supervise, train and guide human resources of Finance together with the Assistant Director Finance. Perform all ad hoc functions as requested by Deputy Principal: Finance.

ENQUIRIES : Ms. P James at jamesp@cjc.edu.za
APPLICATIONS : All applications are to be sent via email to recruitment52@cjc.edu.za
NOTE : 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: - 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, stating the post you are applying for and the relevant reference number, b) a recently updated CV Only. 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 (when shortlisted). 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 : 09 September 2022 at 16:00

POST 32/86 : **STATE ACCOUNTANT: PAYROLL/ FINANCIAL ACCOUNTING REF NO: MTC/ RP2/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Central Office, Vryheid
REQUIREMENTS : Grade 12 or equivalent plus a recognized National Diploma in Financial Management (NQF Level 6) or Bachelor's degree. 2-3 years' experience in financial management environment. Basic knowledge of financial functions, practices as well as the ability to capture, 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 (PERSAL, BAS, LOGIS). Skills: Planning and organizing skills. Good verbal and written communication. Ability to perform routine tasks. Ability to operate office equipment. Interpersonal Relations. Accuracy. Flexibility. Aptitudes of figures and valid driver's licence.

DUTIES : Provide salary administration service, perform monthly payroll reconciliation, ensure all mandatory & regulated third party payment are made on time, provide expenditure and general payments services, provide cash and revenue management services, Provide bookkeeping and financial accounting services.

ENQUIRIES : Ms L Mfeka Tel No: (034 980 1010)
APPLICATIONS : Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid,

- 3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on www.mthashanacollege.co.za
- NOTE** : The application must include only completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of applications should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state full post description and relevant Post Reference Number on both the form and the envelope. Persons with disabilities are encouraged to apply. Mthashana TVET College reserves the right to fill/withdraw the posts. Applications received after the closing date will under no circumstances be considered. It is the responsibility of applicants to ensure that their applications reach the college on/ before the closing date.
- CLOSING DATE** : 15 September 2022 at 15:00
- POST 32/87** : **EXAMINATION OFFICER REF NO: MTC/ RP3/ 2022**
- SALARY** : R261 372 per annum (Level 07)
CENTRE : Central Office, Vryheid
REQUIREMENTS : Grade 12 or equivalent plus a recognized National Diploma (NQF 6) in Education / Administration or equivalent qualification, 2-3 years in the examination services / Teaching and Learning environment / related field, Knowledge of White Paper on PSET Act, Knowledge of practice notes, National, policy frameworks relevant to Education, Training and Development, Knowledge of the Public TVET sector and its regulatory and legislative framework, Knowledge and understanding of the Higher Education sector, Knowledge and understanding of COLTECH system, TVETMIS, and ITS systems.
- DUTIES** : Coordinate internal and external examination assessment services. Ensure that training of invigilators, Markers and Data Capturers at campus level. Facilitate examination and Irregularity Committee for the College and serve as a Secretariat. Process application and issuing of certificate services at college level. Provide administration- support for the examination unit.
- ENQUIRIES** : Mr S Ncishane Tel No: (034 980 1010)
APPLICATIONS : Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on www.mthashanacollege.co.za
- NOTE** : The application must include only completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of applications should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state full post description and relevant Post Reference Number on both the form and the envelope. Persons with disabilities are encouraged to apply. Mthashana TVET College reserves the right to fill/withdraw the posts. Applications received after the closing date will under no circumstances be considered. It is the responsibility of applicants to ensure that their applications reach the college on/ before the closing date.
- CLOSING DATE** : 15 September 2022 at 15:00
- POST 32/88** : **TRANSPORT OFFICER REF NO: GC2022/38**
Permanent
- SALARY** : R261 375 per annum (Level 07)
CENTRE : Goldfields TVET College
REQUIREMENTS : Recognized National Diploma in Transport Management / Logistics/ Public Management (NQF level 6) or equivalent qualification. 2-3 years' experience in fleet management / transport / logistics services or relevant experience. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure.

- Knowledge and understating of legislative framework governing the Public Services. Knowledge of traffic law Monitoring and evaluation. Knowledge of Department of Higher Education mandate. Must have a valid driver's license (with valid PDP).
- DUTIES** : Ensure that college vehicles are kept in good working condition. Conduct monthly inspections of vehicles at all campuses to identify any non-compliant matters. Ensure that logbooks are always up to date. Ensure licensing and registration of college vehicles. Ensure that all college vehicles are insured with the insurance brokers. Ensure the fitment of tracking devices to all college vehicles. Ensure that petrol cards are renewed timeously. Ensure proper recording of petrol cards upon issuing. , Transporting staff and students as and when required. Ensure proper record keeping of petrol slips. Assist with monthly assets verification and update of asset control sheets, assist with updating of asset register in line GRAP17.
- ENQUIRIES** : enquiries about this post may be directed to Mr M Leteane: Assistant Director: Supply Chain Management at Tel No: (057) 910 6000 during office hours
- APPLICATIONS** : Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.
- NOTE** : Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified), Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
- CLOSING DATE** : 09 September 2022
- POST 32/89** : **STATE ACCOUNTANT: FINANCIAL MANAGEMENT REF NO: GC2022/39**
Permanent
- SALARY** : R261 375 per annum (Level 07)
- CENTRE** : Goldfields TVET College
- REQUIREMENTS** : recognized National Diploma in Financial Management (NQF level 6) with 2-5 years' experience in Accounting and Financial Management. Knowledge of GRAP standards requirements. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer. Basic knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, GRAP, PPPFA, Financial Manual). Knowledge of basic financial operating system (COLTECH, SAGE).
- DUTIES** : Review and ensure correctness of all Financial Accounting transactions documents. Prepare monthly financial services registers (Unallocated deposit, Commitments, etc). Ensure correct classifications on general ledger accounts. Supervise and manage expenditure and general payment services. Assist and perform monthly stock (textbooks) reconciliation reports and adjustments. Supervise and perform salary administration support services.
- ENQUIRIES** : about this post may be directed to Mrs MM Ramafothole: Assistant Director: Finance at Tel No: (057) 910 6000 during office hours.
- APPLICATIONS** : Applications must be forwarded to the below E-mail address and use post reference number as subject. recruit@goldfieldstvet.edu.za Full details of the posts will be available on the college website at www.goldfieldstvet.edu.za and Facebook: goldfields TVET college.

NOTE : Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

CLOSING DATE : 09 September 2022

POST 32/90 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: CJC/SCMC/2022**

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

CENTRE : Central Office: Park Town

REQUIREMENTS : Grade 12 certificate or equivalent. A recognised three-year (3) National Diploma in Supply Chain Management/ Logistics/Accounting (NQF level 6) equivalent/related qualification will be added advantage. Knowledge of ITS will be added advantage. At least 1-2 years' relevant experience in the Supply Chain Management environment. Knowledge: Knowledge of supply chain laws and regulations, the need for internal controls on SCM, risk identification and risk mitigation. Thorough understanding of public service SCM practises as well as the ability to advise on procurement methods to timeously deliver to the client. Knowledge and understating of legislative framework governing the Public Service procurement. Knowledge of procedures in terms of the public service SCM department. Knowledge of Supply Chain Policies. An understanding of PSET system and the role of SCM in ensuring an effective college. Skills: Thorough understanding of SCM Prescripts. An understanding of accounting standards. Experience in using a MIS System (ITS advantageous). Advanced Microsoft Office Knowledge. Understanding of internal controls and data management techniques. Report writing skills. Experience in at least all segments of finance department (SCM, Income Statement Management, Balance Sheet Management). Being able to be client-centric continuously. Excellent command of business language. Good verbal and written communication. Basic numeracy skills. Flexibility. Interpersonal Relations. Accuracy. Values/attributes: Client service focus. Integrity. Committed. Proactive. Ability to express opinions on difficult conversations. Time Management. Willingness to study further.

DUTIES : Render and record all procurement transactions timeously and in accordance with internal controls. Advise supervisor of weaknesses in internal controls and possible recommendations. Assist in monthly reporting for SCM department. Assist in logistics planning, procurement, risk identification, risk mitigation and supplier performance assessment and monitoring. Ensure all procurement are expedited timeously as per requests from end users and within the ambits of legislative requirements.

ENQUIRIES : Ms P. James at jamesp@cjc.edu.za

APPLICATIONS : All applications are to be sent via email to recruitmen59@cjc.edu.za

NOTE : 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: - 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, stating the post you are applying for and the relevant reference number, b) a recently updated CV Only. 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 (when shortlisted). 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** : 09 September 2022 at 16:00
- POST 32/91** : **FINANCE CLERK REF NO: CJC/FIC/2022**
- SALARY** : R176 310 per annum (Level 05), plus benefits as applicable in the Public Sector
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : Grade 12 certificate or equivalent. A recognised three-year (3) National Diploma in Financial Management (NQF level 6) or equivalent/related qualification will be added advantage. 1-2 years' experience financial management environment. Knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial data via an accounting system. Basic knowledge of the Public Service financial legislations, procedures and treasury regulations (PFMA, CET Act, GRAP). Knowledge of basic financial operating systems (ITS advantageous). Skills: Thorough understanding of accounting standards. Experience in using an Accounting System (ITS advantageous). Microsoft Office Knowledge. Understanding of internal controls and data management techniques. Report writing skills. Experience in at least all segments of finance department (SCM, Income Statement Management, Balance Sheet Management). Excellent command of business language. Good verbal and written communication. Basic numeracy skills. Flexibility. Interpersonal Relations. Accuracy. Values/attributes: Client service focus. Integrity. Committed. Proactive. Ability to express opinions on difficult conversations. Time Management. Willingness to study further.
- DUTIES** : Record Financial Accounting transactions timeously and in accordance with internal controls. Advise supervisor of weaknesses in internal controls and possible recommendations. Assist in financial reporting.
- ENQUIRIES** : Ms P. James at jamesp@cjc.edu.za
- APPLICATIONS** : All applications are to be sent via email to recruitment61@cjc.edu.za
- NOTE** : 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: - 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, stating the post you are applying for and the relevant reference number, b) a recently updated CV Only. 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 (when shortlisted). 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** : 09 September 2022 at 16:00
- POST 32/92** : **ADMINISTRATION CLERK: FACILITIES MANAGEMENT REF NO: MTC/ RP4 /2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: Central Office, Vryheid
: Grade 12 certificate or equivalent qualification. 3-5 years' experience construction environment. Knowledge: basic building skills (plumbing, carpentry, tiling etc.) Basic report writing skills, supervisory skills etc. Planning and organizing, good verbal and written communication, computer literacy, flexibility and team work. Valid Code 10 driver's licence.
- DUTIES** : Rendering general maintenance and repairs to college buildings. Supervising general assistants. Transport maintenance team to delivery sites. Perform other duties as delegated.
- ENQUIRIES APPLICATIONS** : Mr RN Mkhize Tel No: (034 980 1010)
: Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on **www.mthashanacollege.co.za**
- NOTE** : The application **must include only** completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at **www.gov.za**, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of applications should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state full post description and relevant Post Reference Number on both the form and the envelope. Persons with disabilities are encouraged to apply. Mthashana TVET College reserves the right to fill/withdraw the posts. Applications received after the closing date will under no circumstances be considered. It is the responsibility of applicants to ensure that their applications reach the college on/ before the closing date.
- CLOSING DATE** : 15 September 2022 at 15:00
- POST 32/93** : **ADMINISTRATION CLERK REF NO: MTC/ RP5/ 2022**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)
: KwaGqikazi Campus, Nongoma
: Grade 12 certificate or equivalent qualification. A recognised National Diploma (NQF 6) in Education / Administration or equivalent will be an added advantage. 1 -2 years' in Teaching and Learning environment / examination related field. Knowledge: White Paper on PSET Act, Public TVET sector and its regulatory and legislative framework, understanding of Higher Education sector, COLTECH, TVETMIS and ITS systems. Skills: Administrative, Planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, Analytical, Client oriented, project management, team leadership and people management.
- DUTIES** : Assist with the coordination of internal and external examination assessment. Assist in coordinating training for Invigilators, Markers and Data Capturers. Assist to facilitate Examination and Irregular Committee for the campus and serve as a Secretariat. Assist to process application and issuing of certificates at campus level. Render administration support for the examination unit.
- ENQUIRIES APPLICATIONS** : Mr TV Mlotshwa Tel No: (035 831 3202)
: Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on **www.mthashanacollege.co.za**
- NOTE** : The application **must include only** completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at **www.gov.za**, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of applications should be submitted separately for every post that you wish to

apply for. Please ensure that you clearly state full post description and relevant Post Reference Number on both the form and the envelope. Persons with disabilities are encouraged to apply. Mthashana TVET College reserves the right to fill/withdraw the posts. Applications received after the closing date will under no circumstances be considered. It is the responsibility of applicants to ensure that their applications reach the college on/ before the closing date.

CLOSING DATE

: 15 September 2022 at 15:00

POST 32/94

: **CLEANER REF NO: MTC/ RP6/ 2022**

SALARY

: R104 073 per annum (Level 02)

CENTRE

: Emandleni Campus, Ulundi

REQUIREMENTS

: ABET Level 4 / Standard 8 / Grade 10. 0 to 1 year working experience in the cleaning services. Good communication skills.

DUTIES

: Clean offices' corridors and boardroom. Dust and wax furniture. Sweep, scrub and wax floors. Vacuum and shampoo floors, walls, windows. Emptying and cleaning dirt bins. Collect and remove papers, freshen the office areas. Perform cleaning in the kitchen by washing of basins and keeping of stock utensils. Perform cleaning of restrooms by refilling hand wash liquid, replacing toilet papers, hand towels and refreshers. Emptying and washing waste bins. Maintain cleaning materials and equipment by reporting broken cleaning machines.

ENQUIRIES

: Mr T P Zuma Tel No: (035) 879 1061

APPLICATIONS

: Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on www.mthashanacollege.co.za

NOTE

: The application must include only completed and signed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. A complete set of applications should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state full post description and relevant Post Reference Number on both the form and the envelope. Persons with disabilities are encouraged to apply. Mthashana TVET College reserves the right to fill/withdraw the posts. Applications received after the closing date will under no circumstances be considered. It is the responsibility of applicants to ensure that their applications reach the college on/ before the closing date.

CLOSING DATE

: 15 September 2022 at 15:00

POST 32/95

: **GROUNDSMAN REF NO: MTC/ RP7/ 2022 (X2 POSTS)**

SALARY

: R104 073 per annum (Level 02)

CENTRE

: Emandleni Campus, Ulundi

REQUIREMENTS

: ABET Level 4 / Standard 8/ Grade 10. 0 -1 year working experience in a garden. Good communication skills. Knowledge of gardening equipment and appliances. Knowledge of lawn care process. Knowledge of pruning and trimming of trees process and techniques. Basic understanding of the government legislation. Knowledge of chemical use / chemical product. Knowledge Occupational Health and Safety Act procedures.

DUTIES

: Cleaning and maintain grounds and repair tools and structures such as buildings, fences and benches using hand and power tools. Mix spray or spread fertilizer, herbicides or insecticides onto grass, shrubs and trees using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters and other ground features. Maintain existing grounds/ gardens by caring for sod, plants and trees. Rake and mulch leaves, irrigate plants and lawns. Sweep parking lots, walkways, grounds.

ENQUIRIES

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

APPLICATIONS

: Please forward applications, quoting the reference number on an envelope, To: The Principal, Mthashana TVET College, Private Bag X9424, Vryheid, 3100 or Alternatively hand deliver and deposit into the application box located at Central Office, 266 South Street, Vryheid, 3100. Advert is also available on www.mthashanacollege.co.za

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