

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(ESAYIDI TVET COLLEGE)
(MALUTI TVET COLLEGE)
(NORTHERN CAPE RURAL TVET COLLEGE)
(ORBIT TVET COLLEGE)
(UMFOLOZI TVET COLLEGE)

ERRATUM: (KING HINTSA COLLEGE: EASTERN CAPE): Kindly note that the following X2 Posts were advertised in Public Service Vacancy Circular 33 dated 02 September 2022, The salary levels have been amended as follows (1) Data Capturer with Ref No: KHC2022/08/MIS; Salary: R147 459 per annum (Level 04), (2) Handyman with Ref No: KHC 2022/08/ADM; Salary: R124 434 per annum (Level 03).

OTHER POSTS

POST 34/86 : **ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION (MINISTERIAL PROGRAMMES) REF NO: MALUTITVET/ASD-CIP/CEN024/2022**

SALARY : R477 090 per annum (Level 10)
CENTRE : Central Office (Phuthaditjhaba)
REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. 3-year Recognized National Diploma/Degree qualification. A recognised professional teacher's qualification. Minimum of 5 years experience in the TVET sector delivering academic programmes. A minimum of three years' experience at management level. Valid SACE Registration. Recommendation: Unendorsed Valid Driver's Licence. Credit-bearing Assessor certificate. Credit-bearing Moderator certificate. A sound and thorough knowledge of TVET College programmes. Computer literacy. Leadership, management, and project management skills. Good research, communication, report writing and presentation skills. Ability to work independently as well as in a team. Planning, organising, leading, and control skills.

DUTIES : To provide curriculum improvement and implementation support for ministerial programmes and in line with strategic objectives. To provide lecturer development support. Develop, implement, and monitor academic and curriculum policies. Support the implementation of new programmes, qualifications, and curriculum. Coordinate implementation of ICASS guidelines for Report 191 and NC(V). Develop policy/guidelines for the management of curriculum. Provide required support to college executive and oversight bodies. Oversee coordinated curriculum delivery at college delivery sites. Plan for the delivery of quality teaching and learning. Assist with admission processes. Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. Analyse results and plan for intervention plans for critical subjects. Plan class visits for ICASS and ISAT support. Identify learner material, equipment, and other resource requirements. Coordinate the provision of learning materials. Management of human, financial and other relevant resources of the unit.

ENQUIRIES : Mr GD Mokoena/Ms TP Mathipe Tel No: 058 303 1732

POST 34/87 : **ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: MALUTITVET/ASD-PL/CORP025/2022**

SALARY : R477 090 per annum (Level 10)
CENTRE : Corporate Office (Bethlehem)
REQUIREMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Marketing, Project Management or any relevant qualification. 3-5 years working experience in Project Management and/or Business Development. Unendorsed Valid Driver's License. Recommendation: Contract Management. Computer Literacy. Knowledge: Building Partnerships, Innovation, Marketing and Entrepreneur insight, Business Planning, Visibility analysis, knowledge and understanding of administration reporting process and procedures. Skills: Negotiation, Communication, Presentation, Academic

- process and moderation procedures, Administrative, Problem Solving, People Management.
- DUTIES** : Partnership management through building database, identifying project opportunities, developing project proposals and forming partnerships with industry. Business opportunities scanning through identifying income generating opportunities, market needs business case analysis, submission of tender and funding proposals and provide reports to stakeholders. International, Regional, National, Provincial and Local Relations through development of schedules for projects and practical opportunities to the core business of the College. Research management on funders and projects which result in establishing new projects, negotiating and facilitating the signing of agreements and contracts and oversee the implementation of projects. Oversee and maintain student work placement and work integrated learning through facilitating signing of MoUs, graduates' employment opportunities, analysing the job markets with College qualification mix and ensuring relevant placement policies are in place. Compiling statistics on all areas of job placement and stakeholder linkages. Management of all staff, finances and other resources of the unit.
- ENQUIRIES APPLICATIONS** : Mr GD Mokoena/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.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** : 30 Septemeber 2022 at 13:00
- POST 34/88** : **ASSISTANT DIRECTOR: TECHNICAL VOCATIONAL EDUCATION AND TRAINING MANAGEMENT INFORMATION SYSTEMS (TVET MIS) REF NO: UMF/024/03/2022**
(PERSAL Appointment)
Re-advertisement
- SALARY** : R477 090 per annum (Level 10), plus benefits as applicable in the Public Sector
- CENTRE REQUIREMENTS** : Central Office
: Recognised National Diploma in (NQF6)/Bachelor's Degree in Information Management/B.Sc. in Information Management System/B. Sc. in Mathematics/ Statistics or equivalent qualification. 3–5 years' experience in Information Management or any relevant knowledge. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVET Management Information System (MIS), annual reporting requirement by the Higher Education Institutions. Data analysis for reporting to management and DHET. Knowledge and understanding of Information and Data Management. Knowledge, understanding, application and interpretation of office management, Coltech/ITS, data warehouse. A valid driver's license.
- DUTIES** : Manage and monitor the College TVET Management Information Systems. Maintain the Coltech/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 creditability and reliability. Control the quality of captured data and report if there are error. 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 & learnerships. 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
NOTE

: Mrs. ZH Mngoma Tel No: 035-902 9501
 : (PERSAL Appointment) Email: Applications.central@umfolozi.edu.za
 : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.

CLOSING DATE

: 03 October 2022 at 13:00

POST 34/89

: **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: ORB17/2022**
 Branch: Orbit TVET College – Central Office
 Component: Orbit TVET College

SALARY
CENTRE

: R477 090 per annum (Level 10), (plus benefits)
 : Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office

REQUIREMENTS

: A recognised National Diploma (NQF 6) in Office Management and Technology or related qualification. Three (3) to five (5) years in Education/Teaching/Occupational and Learning environment or related field. Knowledge of PSET and CET Act. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Planning and organizing, financial management, report writing, communication interpersonal and problem solving skills. Presentation and facilitation skills. Analytical. Client oriented. Project management. People management. A valid driver's license. Extensive knowledge of academic assessment and moderation procedures. Technical skills associated with the tools and environment relating to occupational programme delivery. Knowledge of learnership and occupational programme protocols and procedures (QCTO & SETA-related). Proven computer literacy, including MS Word, Excel and PowerPoint.

DUTIES

: Identify and manage appropriate learnerships and other occupational programmes including the appointment of contract project staff as required. Identify programme gaps, conduct feasibility assessments and introduce new, responsive programmes. Develop a responsive, flexible curriculum based on local needs. Facilitate new programme decisions and manage the planning process. Implement and maintain programme quality systems and processes

including assessment, moderation and performance records. Develop and manage occupational programme budgets and report on programme performance. Identify learner material, equipment and other resource requirements. Oversee the development of project plans, including milestones, resource requirements and timeframes. Compile the project budgets and manage all related expenditure. Track progress against targets and budgets. Report on learnership project progress and performance. Review the learnership policy and monitor compliance. Manage the registration of students and the signing of contracts. Establish and maintain records, registers and document management systems for students and facilitators. Manage the payments to facilitators and learnership delivery sites. Manage and oversee the performance and development of learnership facilitators. Identify facilitator skills and performance gaps and facilitate interventions. Ensure the implementation of best practice teaching practices across the programmes (e.g. lesson plans). Report to the Academic Board. Coordinate meetings with all stakeholders, sponsors and clients to provide progress updates. Ensure compliance with partnership process and guidelines. Manage and participate in key customer stakeholder interactions (SETA's, community forums, local business and local government). Participate in SETA-related curriculum initiatives. Establish and maintain programme-related industry links to ensure programme relevance. Ensure facilitators/teaching staff interaction with industry applications, technologies and related job skill requirements. Establish and maintain a database of key related industries/professional bodies and access regular input from these representatives. Identify partnerships regarding programmatic support (e.g. equipment, interns, site visits). Address concerns and issues raised by project team members and stakeholders. Identify work environment simulation needs for each learnership and prepare a plan of specific requirements including resourcing options. Identify simulation options at the College (in collaboration with the Business Development manager). Implement systems to monitor the quality of workplace student experience. Formulate job profiles for all posts within the Unit. Conduct meetings with internal staff and plan and assign work within the Unit. Manage the Unit's budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development.

ENQUIRIES : Ms. ML Mahuma or Ms. SL Senosi at Central Office Tel No: (014) 5975540 / (014) 597 5543

APPLICATIONS : Direct your application to: The HR Manager: Orbit TVET College, Private Bag X 82096, Rustenburg, 0299 or hand deliver to Cnr Bosch & Fatima Bhay at Street, Rustenburg (Mon-Fri 07:30 – 16:00) or email toOrb17@orbitcollege.co.za, quoting the post reference number on the subject.

NOTE : The application must include a fully completed and signed new Z83 form 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 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, following communication from HR. Incomplete and unsigned application will not be considered. Applications received after the closing date will NOT be accepted. The filling of the post will be done in terms of the College approved Employment Equity Plan. Orbit TVET College is committed to providing equal opportunities and practicing affirmative action employment. The College reserves the right not to make an appointment. It is our intention to promote equity in race, gender, and disability in the College through the filling of posts and candidates whose appointment, will promote equity will receive preference. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). If you do not receive any response within eight weeks after closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense.

CLOSING DATE : 30 September 2022

POST 34/90 : **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: NCRTVET/545/8/2022/SUP/RS/SSS/CTO/01**

SALARY : R477 090 per annum (Level 10)
CENTRE : Upington (Northern Cape Rural 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. Sound knowledge of career guidance including the disability of students. Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: A valid endorsed driver's license. Knowledge of PSET and CET Act. Knowledge of Teaching and Learning. 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. Strong interpersonal, communication, motivational, negotiation and problem-solving skills. Good administrative, planning and organizing, financial management. Report writing, communication and interpersonal, problem solving, analytical, client oriented, project management, team leadership and people management skills. Experience in the Teaching and Learning environment or related field. Sound knowledge of career guidance including the disability of students. Must be able to understand and interpret prescripts and policies. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams. An expert understanding of student academic support services. Ability to design and implement internal administration systems and controls to ensure sound student support. Tactical decision-making skills. Ability to manage sports, art and culture activities.

DUTIES : The incumbent will be responsible for: Lead and coordinate day-to-day activities of the Student Support Services within the College and the regular reporting to Senior Management. Student Orientation including CAPS assessments, career counselling and pathing. Generic academic support services such as identify academic needs of student, assist in peer mentoring and academic development. Financial Aid assistance, liaise and networking. Student leadership development. Sports, Arts and Culture/Recreational activities by developing strong vibrant relationships with social, sporting and community organisations. Provide relevant and timely management information. Support function to facilities, infrastructure, and learner support services and network with industries.

ENQUIRIES : PJ Reyneke - HR Section Tel No: (054) 331 3836
APPLICATIONS : Your application may be delivered by hand at the following address: The Corporate Offices, NCR TVET College, 1 Steve Naude Street, Upington, quoting the reference number underlined above for the attention: The HR Manager. You may also email your complete application to: recruitment@ncrtvet.co.za. A reply will be sent as acknowledgement of your application.

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 or the College's website: www.ncrtvet.com, 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 : 23 September 2022 at 13:00

POST 34/91 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING SERVICES REF NO: ORB18/2022**

Branch: Technical and Vocational Education and Training
Component: Orbit TVET College

SALARY : R382 245 per annum (Level 09), (plus benefits)

- CENTRE** : Rustenburg, post is based in Technical and Vocational Education and Training (TVET) College - Central Office
- REQUIREMENTS** : A recognized three (3) years National Diploma (NQF 6) in cost and management accounting or equivalent related REQV13 qualification. Three (3) to five (5) years supervisory experience in the accounting environment or the related field. Knowledge of PSET and CET Act. Knowledge and understanding PFMA. Knowledge and understanding Treasury Regulations. 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 management accounting systems. Administrative, planning and organizing, report writing communication and interpersonal skills, Problem solving, Computer literacy, analytical client oriented and team leadership, Knowledge of the Public TVET sector and its regulatory legislative framework. Knowledge and understanding of the Higher Education sector. Project management skills and team leadership. Advanced computer literacy. A valid driver's licence.
- 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** : Ms. ML Mahuma or Ms. SL Senosi at Central Office Tel No: (014) 5975540 / (014) 597 5543
- APPLICATIONS** : Direct your application to: The HR Manager: Orbit TVET College, Private Bag X 82096, Rustenburg, 0299 or hand deliver to Cnr Bosch & Fatima Bhay at Street, Rustenburg (Mon-Fri 07:30 – 16:00) or email toOrb18@orbitcollege.co.za, quoting the post reference number on the subject.
- NOTE** : The application must include a fully completed and signed new Z83 form 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 highest required qualification as well as driver's licence where necessary, will only be submitted by shortlisted

candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. Applications received after the closing date will NOT be accepted. The filling of the post will be done in terms of the College approved Employment Equity Plan. Orbit TVET College is committed to providing equal opportunities and practicing affirmative action employment. The College reserves the right not to make an appointment. It is our intention to promote equity in race, gender, and disability in the College through the filling of posts and candidates whose appointment, will promote equity will receive preference. Correspondence will be limited to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). If you do not receive any response within eight weeks after closing date of this advertisement, kindly accept that your application was unsuccessful. All costs incurred due to your application and interviews will be at your own expense.

- CLOSING DATE** : 30 September 2022
- POST 34/92** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: UMF/027/03/2022**
(PERSAL Appointment)
Re-advertisement
- SALARY** : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector
- CENTRE** : Central Office
- REQUIREMENTS** : Recognised National Diploma (NQF6) in Accounting/B. Com Accounting or related Accounting qualification. 3–5 years' experience in accounting management support or related field. Knowledge of GRAP Standards. Knowledge of International Financial Reporting Standards. Knowledge and understanding of Treasurer Regulations and related legislation. A valid driver's license. Advantageous: Understanding and able to operate accounting software. Knowledge of SAGE Evolution and Coltech.
- DUTIES** : Preparation of budgets versus actual reports. Preparations of cash flow report. Analyse and report on significant variances on management accounts. Analysing of financial statements. Preparations of liquidity test ratio report. Preparations of annual financial statements. Responsible for budget process and prepare consolidated budget for the College. Monitoring budget reports. Conducting Mid-Term Budget Review (MTBR). Preparations of all reports required by Deputy Principal Finance. Understanding of internal audit requirement and internal audit plan. Understand audit environment especially with external auditors of the College. Develop segmented reporting for over nine campuses. Prepare quarterly reports for Council meeting. Analyse creditors age analysis and ensure before monthly payments aging is considered. Input on debtors of the College for both exchange and non-exchange debtors. Ensure the report is accurate and existence for such debtors is validated.
- ENQUIRIES** : Mrs. ZH Mngoma Tel No: 035-902 9501
- APPLICATIONS** : Email: Applications.central@umfolozi.edu.za
- NOTE** : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.

- CLOSING DATE** : 03 October 2022 at 13:00
- POST 34/93** : **SENIOR IT TECHNICIAN REF NO:**
NCRTVET/541/9/2022/SUP/CS/ICT/CTO/02
- SALARY** : R321 543 per annum (Level 08)
CENTRE : Upington (Northern Cape Rural TVET College)
REQUIREMENTS : An appropriate recognized bachelor's degree/national diploma in Information Technology (IT) / Computer Science or equivalent qualification (NQF6).A+, N+, Security +.ITIL v4 Foundation. A valid endorsed driver's licence. Minimum 5/five year's relevant experience. Recommendations: Extensive knowledge of IT Hardware and Software. Extensive knowledge of Server administration .Extensive knowledge of Understanding of desktop, networking and voice communication infrastructure. Extensive knowledge of Program Installations. Extensive knowledge of Understanding of Help Desk operation. Extensive knowledge of IT second and third line of IT support. Extensive knowledge of customer relation. Knowledge of PERSAL. Knowledge of COLTECH. Knowledge of MIS Systems and any related systems. Ability to work under pressure and willingness to work extended hours when required. A proven record in working successfully with diverse populations. A positive attitude and ability to plan and adapt to change. Ability to collaborate effectively with college departments and cross-functional teams. Time management, problem solving and results oriented. Good interpersonal skills and attention to details. Ability to prioritize Supervision Accountability Mikrotik Certified Network Associate Wireless Engineer Routing Engineer Programming: HTML, PHP, .Net, Java, Python etc. Bachelor of Science: Computing Apple Mac Lion Support Essentials.
- DUTIES** : The incumbent will be responsible for: Ensure in management of Service Desk and Desktop support function services Ensure installation, maintain, support telephone system and network Oversee the provision of technical support of the configuration, installation, repair and replacement of computers, printers and telephones Ensure the rendering of ICT 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.
- ENQUIRIES APPLICATIONS** : PJ Reyneke- Hr Section Tel No: (054) 331 3836
Your application may be delivered by hand at the following address: The Corporate Offices, NCR TVET College, 1 Steve Naude Street, Upington, quoting the reference number underlined above for the attention: The HR Manager. You may also email your complete application to: recruitment@ncrtvet.co.za A reply will be sent as acknowledgement of your application.
- 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 or the College's website: www.ncrtvet.com, 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** : 23 September 2022
- POST 34/94** : **SENIOR RISK, FRAUD, ETHICS AND INTEGRITY MANAGEMENT OFFICER REF NO: UMF/040/08/2022**
(PERSAL Appointment)
- SALARY** : R321 543.per annum (Level 08), plus benefits as applicable in the Public Sector
CENTRE : UMfolozi TVET College, Central Office
REQUIREMENTS : Recognised National Diploma (NQF 6)/Degree in Risk Management/ Internal Audit or equivalent qualification. At least 3 years' experience in Risk Management or Internal Audit or related field. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. A valid driver's license.

DUTIES : Facilitate the provision of risk management services. Compile risk register for strategic, operational, fraud, compliance and process level. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure inclusion of risk management into the culture and daily routine in the college. Facilitate the provision of fraud and anticorruption services. Facilitate fraud risk assessment and implement fraud related policies. Facilitate and monitor implementation of internal and external audit action plan. The provision of ethics and integrity management services. Facilitate provision of ethics and integrity management services. Facilitate training, workshops and awareness on risk, fraud, ethics and integrity management.

ENQUIRIES : Mrs. ZH Mngoma Tel No: 035-902 9501

APPLICATIONS : Email: Applications.central@umfolozi.edu.za

NOTE : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.

CLOSING DATE : 03 October 2022 at 13:00

POST 34/95 : **SENIOR INTERNAL AUDIT AND QUALITY MANAGEMENT OFFICER REF NO: UMF/041/08/2022**
(PERSAL Appointment)

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

CENTRE : UMfolozi TVET College, Central Office

REQUIREMENTS : Recognised National Diploma (NQF 6)/Degree in Internal Audit/ Quality management or equivalent qualification. 3 years' experience in Quality Management System/ Internal Auditing/ ISO training. 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: CET Act, ISO standards, Quality Management System etcetera. Knowledge and understanding of the internal audit and Quality Management Systems, reporting process and procedures. A valid driver's license.

DUTIES : Render Internal Audits services to the college. Raise non-conformances and list recommendations, generate audit reports. Maintain register for non-conformances, 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. Ensure that all role players and managers are aware and understand regulatory compliance requirements.

ENQUIRIES : Mrs. ZH Mngoma Tel No: 035-902 9501

APPLICATIONS : Email: Applications.central@umfolozi.edu.za

NOTE : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with

the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.

- CLOSING DATE** : 03 October 2022 at 13:00
- POST 34/96** : **SENIOR FACILITIES OFFICER REF NO: UMF/042/08/2022**
(PERSAL Appointment)
- SALARY** : R321 543.per annum (Level 08), plus benefits as applicable in the Public Sector
- CENTRE** : UMfolozi TVET College, Central Office
- REQUIREMENTS** : Recognised three year National Diploma (NQF 6) /Degree in Construction Management or equivalent qualification. 3 years' experience in facilities administration environment or related field. Knowledge of the following: property evaluation administration, facilities maintenance management, leadership and strategy in facilities management, policies and procedures in facilities management, maintenance life cycle and budgeting. Tendering and contract management, Health and Safety compliance, project management, and facilities technology systems and processes for business continuity. A valid driver's license.
- DUTIES** : Ensure effective and efficient services on the management of buildings including residences; Coordinate and verify maintenance plans for buildings. Supervise projects undertaken by internal employees as well as contractors. Ensure the effective implementation of maintenance plans in line with the college policy guidelines. Ensure provision of Health and Safety compliance during construction. Manage security personnel and General Assistants. Respond to security threats and emergencies. Ensure effective utilisation of machinery, tools and equipment. Ensure effective utilisation of transport / fleet services. Management of human, physical and financial resources. Render staff management. Ensure completion of performance agreement by all employees and undertake performance evaluation.
- ENQUIRIES** : Mrs. ZH Mngoma Tel No: 035-902 9501
- APPLICATIONS** : Email: Applications.central@umfolozi.edu.za
- NOTE** : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.

- CLOSING DATE** : 03 October 2022 at 13:00
- POST 34/97** : **SENIOR EXAMINATIONS OFFICER REF NO: UMF/043/08/2022**
(PERSAL Appointment)
- SALARY** : R321 543 per annum (Level 08), plus benefits as applicable in the Public Sector
- CENTRE** : UMfolozi TVET College, Central Office
- REQUIREMENTS** : Recognised National Diploma (NQF 6) in Education/ Administration or equivalent qualification, 3-5 years' in the Teaching and Learning environment/ related field. Knowledge of White Paper on PSET Act, of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the TVET sector, Coltech system, TVET MIS. 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, and the Labour Relations Act. A valid driver's license.
- DUTIES** : Ensure the overall supervision and coordination of internal and external examination services. Marking Centre. 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. Supervisor human, physical and financial resources.
- ENQUIRIES** : Mrs. ZH Mngoma Tel No: 035-902 9501
- APPLICATIONS** : Email: Applications.central@umfolozi.edu.za
- NOTE** : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.
- CLOSING DATE** : 03 October 2022 at 13:00
- POST 34/98** : **SENIOR PROVISIONING OFFICER (SCM) AT CENTRAL OFFICE REF NO: SPC09/09/2022ESA**
- SALARY** : R321 543 – R378 765 per annum (Level 08) (The successful candidate will be required to sign a performance agreement)
- CENTRE** : Esayidi TVET College, Central Office
- REQUIREMENTS** : An appropriate Bachelor's Degree/National Diploma (NQF level 6) in Supply Chain Management/ Logistics/ Public Management. Three to five years of verifiable experience in Supply Chain. Knowledge and understanding of BAS/LOGIS system, Knowledge of CSD, Supply Chain Policies and Higher Education Mandate. National Treasurer Regulations, Broad Base Black Economic Empowerment. Preferential Procurement Policy.
- DUTIES** : Ensure overall supervision and render a bidding administration function for the College Bid Committees. Ensure overall supervision and administer the procurement of goods and services through effective and efficient demand management services. Ensure overall supervision and provide an effective

Contract Management service to the College. Ensure overall supervision and administer logistical. Assist with pre-screening of received documents and the responsiveness criteria. Assist with the scheduling of jobs on applicable procurement system. Check specifications prepared by end users against compliance in terms SCM policy and national treasury SCM regulation. Supervise human, physical and financial resources. Pre-screening tender documents for compliance and completeness. Liaise with suppliers, clients and stakeholders. Compile a monthly, quarterly, half yearly and annual SCM report. Evaluate the quotes based on PPPFA point system. Implement risk management to avoid fraud and corruption timeously. Update deviations and fruitless expenditure register.

- ENQUIRIES APPLICATIONS** : Ms NB Ndlovu Tel No: (039) 940 5283
- : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240.
- NOTE** : Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae only, (inclusive of three contactable references and contact details), Short listed candidates will be required to submit certified copies of qualifications, ID copy and drivers licence on the date of the interview. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.
- CLOSING DATE** : 23 September 2022
- POST 34/99** : **SENIOR ASSET OFFICER AT CENTRAL OFFICE REF NO: SAC007/09/2022ESA**
- SALARY** : R321 543 – R378 765 per annum (Level 08), (The successful candidate will be required to sign a performance agreement)
- CENTRE REQUIREMENTS** : Esayidi TVET College, Central Office
- : An appropriate Bachelor's Degree/National Diploma in Supply Chain Management/ Logistics/ Public Management or any relevant qualification (NQF level 6). Three to five years of verifiable experience in Supply Chain or Asset Management. Knowledge and understanding of BAS/LOGIS/COLTECH system. Knowledge of CSD. Asset and Supply Chain Policies.
- DUTIES** : Monitor and review the capturing of all physical (moveable and immoveable) assets in the physical asset management registers in COLTECH system. Monitor and review the allocation of assets to asset holders. Ensure the asset register is updated on the regular basis. 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. Compile an asset management monthly report.
- ENQUIRIES APPLICATIONS** : Ms. NB Ndlovu Tel No: (039) 940 5283
- : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240.
- NOTE** : Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae only, (inclusive of three contactable references and contact details), Short listed candidates will be required to submit certified copies of qualifications, ID copy and drivers licence on the date of the interview. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not

receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.

CLOSING DATE : Friday, 23 September 2022

POST 34/100 : **IT TECHNICIAN: CALL CENTRE OPERATOR REF NO: UMF/044/08/2022**
(PERSAL Appointment)

SALARY : R261 372 per annum (Level 07), plus benefits as applicable in the Public Sector

CENTRE REQUIREMENTS : UMfolozi TVET College, Central Office
Recognised National Diploma (NQF 6)/Degree in Information Technology (IT)/ Computer Science or equivalent, 3 years' experience in IT environment, Software and hardware support (Windows Microsoft). Advantageous: A+, ITIL v3 Foundation. Knowledge of the following: 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 relations, BAS (Desktop), PERSAL (Desktop), Coltech (Desktop), Vulindlela, Management Information Systems and any related Systems (Desktop). A valid driver's licence.

DUTIES : 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. Provide telephonic support. Prove network cabling. Perform PC installations and software installations. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Maintain information management systems such as database to ensure integrity and security of data. Gather and analyses users' issues in ICT and provide solutions. Provide assistance on ICT related project activities.

ENQUIRIES APPLICATIONS NOTE : Mrs. ZH Mngoma Tel No: 035-902 9501
: Email: Applications.central@umfolozi.edu.za
: All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.

CLOSING DATE : 03 October 2022 at 13:00

POST 34/101 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: UMF/045/08/2022**
(PERSAL Appointment)

SALARY : R261 372 per annum (Level 07), plus benefits as applicable in the Public Sector

CENTRE : UMfolozi TVET College, Central Office

- REQUIREMENTS** : Appropriate Bachelor's Degree (NQF 7) in Psychology/BA. Social Work (Major in Psychology), Sports Science or equivalent qualification. 3 years' in Employee Health and Wellness environment or related field. Knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, financial and organisational wellness. Understanding of HIV/AIDS, TB Management, Health and Productivity, PILLIR, 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. PERSAL, application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.). Knowledge and understanding of bargaining process and dispute resolutions. Basic knowledge of Health and Wellness policies, processes and systems. Professionally registered with HPCSA. A valid driver's license.
- DUTIES** : 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. Assist in the Implementation of initiatives arising from the survey. 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 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. Interact with and monitor service providers.
- ENQUIRIES** :
APPLICATIONS :
NOTE : Mrs. ZH Mngoma Tel No: 035-902 9501
 Email: Applications.central@umfolozi.edu.za
 All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.
- CLOSING DATE** : 03 October 2022 at 13:00
- POST 34/102** : **PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: UMF/046/08/2022 (X3 POSTS)**
 (PERSAL Appointment)
- SALARY** : R261 372 per annum (Level 07), plus benefits as applicable in the Public Sector
- CENTRE** : UMfolozi TVET College, Central Office
- REQUIREMENTS** : Recognised National Diploma/Degree in Supply Chain Management/ Logistics/Public Management (NQF level 6). BAS, LOGIS and MIS will be added advantage. 3 years' relevant experience. Knowledge of the following: BAS/LOGIS system, assets disposal procedure, Assets Management, Supply Chain Policies, Department of Higher Education mandate, Knowledge and understating of legislative framework governing the Public Services. A valid driver's license.
- DUTIES** : Perform bidding administration function for the College Bid Committee; Serve as a secretariat to the Bid Evaluation Committee and Bid Adjudication

Committee (includes obtaining approval), Assist in the compilation of bid documents and submit specification to the Bid Committee and finance department for budget purposes. Prepare tender adverts, Receive and open bid documents. Receive submissions of expressions of interest. Arrange and coordinate tender briefing sessions and prepare attendance registers. Compile a database of approved suppliers, Source quotations from database according to the threshold values determined by the National Treasury. Perform procurement of goods and services function through effective and efficient demand management services. Source quotations from accredited suppliers through College database. Provide review on quotations, specifications and all documents supplied by the supplier in order to comply with the prescribed requirements. Arrange and coordinate briefing sessions where necessary. Implement procurement policies in line with relevant prescripts and legislations. Generate purchase orders, submissions for approval and submission of purchase orders to the relevant parties. Provide assistance in the receipt of goods and services through the MIS and submission to Finance department. Assist in the provision of an effective Contract Management service to the College. Process renewals, amendments and termination of contracts promptly. Process the disposal of assets in the College. Notify end-users and service providers of contract expiry dates. Implement a document management system to safeguard/control contracts. Provide assistance in evaluating the performance of contractor's/service providers against stipulations in the contract or SLAs. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Provide logistical and disposal services. Coordinate and review the processing of requisitions for goods and services, Receive and process requisitions, Coordinate the placement of orders for goods and services. Order and acquire goods if not a store item or the item is not in stock. Coordinate the safekeeping and distribution of goods, Capture goods on relevant registers. Return damaged incorrect and substandard goods. Issue goods as required and prepare payment documents. Coordinate the disposal of stock by preparing the identified stock for disposal and disposing according to approved method. Serve as a secretariat to the Disposal Committee.

ENQUIRIES
APPLICATIONS
NOTE

: Mrs. ZH Mngoma Tel No: 035-902 9501
 : Email: Applications.central@umfolozi.edu.za
 : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.

CLOSING DATE

: 03 October 2022 at 13:00

POST 34/103

: **PROVISIONING OFFICER - CENTRAL OFFICE REF NO: POC10/09/2022ESA**

SALARY

: R261 372 – R307 890 per annum (Level 07), (The successful candidate will be required to sign a performance agreement)

CENTRE
REQUIREMENTS

: Esayidi TVET College, Central Office
 : An appropriate Bachelor's Degree/ National Diploma (NQF level 6) in Supply Chain Management/ Logistics/ Public Management. Two to three years of verifiable experience in Supply Chain. Knowledge and understanding of

		BAS/LOGIS system, Knowledge of CSD, Supply Chain Policies and Higher Education Mandate.
<u>DUTIES</u>	:	Render administrative support to SCM unit. Update and maintain supplier. Register suppliers on COLTECH system. Render demand and acquisition administrative support. Undertake logistical support services and Human Resource Staff. Render demand management services to College units. The provision of support to the administration of requests for quotations (RFQ) and Tenders. Assist with the invitation of quotations and closing of tenders. Receive, check and capture quotations responses and handover for valuation. Source quotations from various service providers. Provide Secretariat or logistic support during BID consideration and contract conclusion process.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NB Ndlovu Tel No: (039) 940 5283
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240
<u>NOTE</u>	:	Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae only (inclusive of three contactable references and contact details), Short listed candidates will be required to submit certified copies of qualifications, ID copy and drivers licence on the date of the interview. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.
<u>CLOSING DATE</u>	:	23 September 2022
<u>POST 34/104</u>	:	<u>IT TECHNICIAN: KOKSTSAD CAMPUS REF NO: ITKOK08/09/2022ESA</u>
<u>SALARY</u>	:	R261 372 – R307 890 (Level 07), (The successful candidate will be required to sign a performance agreement)
<u>CENTRE REQUIREMENTS</u>	:	Esayidi TVET College, Kokstad Campus
	:	An appropriate Bachelor's Degree/National Diploma (NQF level 6) in Information Technology (IT)/ Computer Science or equivalent qualification. A+, ITLv3 Foundation will be an added advantage. Driver's Code B license. At least 1-2 years' experience in IT environment, Software and hardware support (Windows Microsoft). Knowledge and of Hardware and Software, Understanding of IT desktop, Network and Voice communication infrastructure, Knowledge of Program installations, Understating of IT help desk operation. Understanding of full comprehension of IT first and second line of IT support. Effective customer relation, AS (Desktop) PERSAL (Desktop) COLTECH (Desktop), Vulindlela, MIS Systems and any related system.
<u>DUTIES</u>	:	Assist in management of Service Desk and Desktop support function services. Install, maintain, support telephone system and network. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephone. Provide data migration during computer setup, Render IT management service by planning, develop and improve computer based information system. Gather and analyses user's issues in IT and provide solutions. Provide assistance on ICT related project activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. NB Ndlovu Tel No: (039) 940 5283
	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240
<u>NOTE</u>	:	Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae only, (inclusive of three contactable references and contact details), Originally certified copies (not older than three months) of all qualifications with academic transcripts/record, ID document and driver's license must be submitted on the date of the interviews Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). Applications in

possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms. Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his /her application. The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.

CLOSING DATE : 23 September 2022

POST 34/105 : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER: CENTRAL OFFICE REF NO: HRDP01/09/2022ESA**

SALARY : R261 372 – R307 890 per annum (Level 07), (The successful candidate will be required to sign a performance agreement)

CENTRE REQUIREMENTS : Esayidi TVET College, Central Office
 : Matric plus an appropriate Bachelor's Degree/National Diploma (NQF level 6) in Human Resources (Minimum qualification: M+3), A certificate in Facilitator/ Assessor/ Moderator will be an added advantage. Minimum five (5) years of verifiable experience in Human Resource Development field. Knowledge and understanding of application of Public Service legislative framework (PSA, PFMA, PSR etc). Knowledge and understanding of application of Employment Equity Act. Knowledge and understanding of PMDS and IQMS. Introduction to PERSAL Certificate and a valid drivers licence.

DUTIES : Implement all training and development programs in line with approved plans. Facilitate the development and implementation of Work Skills Plan. Process bursaries in line with the department policy. Coordinate the implementation of internship and Leadership Programs. Coordinate the implementation of Performance Management Development System, intergrated Quality Management System and coordinate training for college staff. Facilitate the development of job descriptions. Provide assistance on the development, review of Equity Plan for the College. Supervise Human Resource Development Clerk (s).

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

NOTE : Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae only, (inclusive of three contactable references and contact details), Short listed candidates will be required to submit certified copies of qualifications, ID copy and drivers licence on the date of the interview. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.

CLOSING DATE : 23 September 2022

POST 34/106 : **LEARNERSHIP / PLACEMENT OFFICER REF NO: UMF/047/08/2022 (X2 POSTS)**
 (PERSAL Appointment)

SALARY : R261 372 per annum (Level 07), plus benefits as applicable in the Public Sector

CENTRE REQUIREMENTS : UMfolozi TVET College, Central Office
 : Recognised National Diploma/Degree (NQF 6) in Human Resources Management or equivalent qualification. 3 years' relevant experience in employment services /Administration environment. Knowledge of the following; Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation, Identification of opportunities in the

		market, Labour Market, Opportunity linkages with industries; A valid driver's licence.
<u>DUTIES</u>	:	Mentoring of students; Facilitate the placement of students; Conduct job readiness training programmes; Liaison with commerce, industry and other relevant stakeholders; Maintain of employer and student placement database; Develop quality electronic report and statistics; Monitoring and evaluation of work placement practices; Conduct work based assessment for students.
<u>ENQUIRIES</u>	:	Mrs. ZH Mngoma Tel No: 035-902 9501
<u>APPLICATIONS</u>	:	Email: Applications.central@umfolozi.edu.za
<u>NOTE</u>	:	All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.
<u>CLOSING DATE</u>	:	03 October 2022 at 13:00
<u>POST 34/107</u>	:	<u>STUDENT SUPPORT LIAISON OFFICER REF NO:</u> <u>NCRTVET/535/9/2022/SUP/ASASS/DAR/07</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	De Aar (Northern Cape Rural TVET College)
<u>REQUIREMENTS</u>	:	An appropriate recognized bachelor's degree/national diploma in Psychology or Social Science or equivalent qualification (NQF6). Proven knowledge of Psychology practice. Sound knowledge of career guidance including the disability of students. Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Sound, good and effective written and verbal communication skills. Recommendations: Proven knowledge of TVET sector. Proven knowledge of student practices including Student support services, WBE, Student governance and leadership development. Knowledge of DHET student disability framework. Problem solving and analytical skills Good listening skills. Good interpersonal relations. Ability to work in a team and independently. Cultural sensitivity and adaptability. Innovative and creative.1 – 2 years' experience in student support services/education/teaching.
<u>DUTIES</u>	:	The incumbent will be responsible for: Lead and coordinate day-to-day activities of the Student Support Services within the College and the regular reporting to Campus Management. Student Orientation including CAPS assessments, career counselling and pathing Generic academic support services such as identify academic needs of student, assist in peer mentoring and academic development Financial Aid assistance, liaise and networking Student leadership development Sports, Arts and Culture/Recreational activities by developing strong vibrant relationships with social, sporting and community organisations Provide relevant and timely management information Support function to facilities, infrastructure, and learner support services and network with industries
<u>ENQUIRIES</u>	:	PJ Reyneke- HR Section Tel No: (054) 331 3836
<u>APPLICATIONS</u>	:	Your application may be delivered by hand at the following address: The Corporate Offices, NCR TVET College, 1 Steve Naude Street, Upington, quoting the reference number underlined above for the attention: The HR Manager. You may also email your complete application to: recruitment@ncrtvet.co.za A reply will be sent as acknowledgement of your application.

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 or the College's website: www.ncrtvet.com, 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 : 23 September 2022

POST 34/108 : **STUDENT SUPPORT LIAISON OFFICER REF NO:**
NCRTVET/536/9/2022/SUP/ASASS/KAT/04

SALARY : R261 372 per annum (Level 07)
CENTRE : Kathu (Northern Cape Rural TVET College)
REQUIREMENTS : An appropriate recognized bachelor's degree/national diploma in Psychology or Social Science or equivalent qualification (NQF6). Proven knowledge of Psychology practice. Sound knowledge of career guidance including the disability of students. Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Sound, good and effective written and verbal communication skills. Recommendations: Proven knowledge of TVET sector. Proven knowledge of student practices including Student support services, WBE, Student governance and leadership development. Knowledge of DHET student disability framework. Problem solving and analytical skills Good listening skills. Good interpersonal relations. Ability to work in a team and independently. Cultural sensitivity and adaptability. Innovative and creative. 1 – 2 years' experience in student support services/education/teaching.

DUTIES : The incumbent will be responsible for: Lead and coordinate day-to-day activities of the Student Support Services within the College and the regular reporting to Campus Management. Student Orientation including CAPS assessments, career counselling and pathing generic academic support services such as identify academic needs of student, assist in peer mentoring and academic development Financial Aid assistance, liaise and networking Student leadership development Sports, Arts and Culture/Recreational activities by developing strong vibrant relationships with social, sporting and community organisations Provide relevant and timely management information. Support function to facilities, infrastructure, and learner support services and network with industries.

ENQUIRIES : PJ Reyneke- HR Section Tel No: (054) 331 3836
APPLICATIONS : Your application may be delivered by hand at the following address: The Corporate Offices, NCR TVET College, 1 Steve Naude Street, Upington, quoting the reference number underlined above for the attention: The HR Manager. You may also email your complete application to: recruitment@ncrtvet.co.za A reply will be sent as acknowledgement of your application.

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 or the College's website: www.ncrtvet.com, 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 : 23 September 2022

POST 34/109 : **STUDENT SUPPORT LIAISON OFFICER REF NO:**
NCRTVET/540/9/2022/SUP/ASASS/UPT/01

SALARY : R261 372 per annum (Level 07)
CENTRE : Upington (Northern Cape Rural TVET College)
REQUIREMENTS : An appropriate recognized bachelor's degree/national diploma in Psychology or Social Science or equivalent qualification (NQF6). Proven knowledge of Psychology practice. Sound knowledge of career guidance including the disability of students. Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Sound, good and effective written and verbal communication skills. Recommendations: Proven knowledge of TVET sector. Proven knowledge of student practices including Student support services, WBE, Student governance and leadership development. Knowledge of DHET student disability framework. Problem solving and analytical skills

- Good listening skills. Good interpersonal relations. Ability to work in a team and independently. Cultural sensitivity and adaptability. Innovative and creative. 1 – 2 years' experience in student support services/education/teaching.
- DUTIES** : The incumbent will be responsible for: Lead and coordinate day-to-day activities of the Student Support Services within the College and the regular reporting to Campus Management. Student Orientation including CAPS assessments, career counselling and pathing Generic academic support services such as identify academic needs of student, assist in peer mentoring and academic development Financial Aid assistance, liaise and networking Student leadership development Sports, Arts and Culture/Recreational activities by developing strong vibrant relationships with social, sporting and community organisations Provide relevant and timely management information Support function to facilities, infrastructure, and learner support services and network with industries.
- ENQUIRIES APPLICATIONS** : PJ Reyneke- HR Section Tel No: (054) 331 3836
: Your application may be delivered by hand at the following address: The Corporate Offices, NCR TVET College, 1 Steve Naude Street, Upington, quoting the reference number underlined above for the attention: The HR Manager. You may also email your complete application to: recruitment@ncrtvet.co.za A reply will be sent as acknowledgement of your application.
- 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 or the College's website: www.ncrtvet.com, 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** : 23 September 2022
- POST 34/110** : **STUDENT SUPPORT LIAISON OFFICER REF NO:**
NCRTVET/537/9/2022/SUP/ASASS/KUR/02
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07)
: Kuruman (Northern Cape Rural TVET College)
: An appropriate recognized bachelor's degree/national diploma in Psychology or Social Science or equivalent qualification (NQF6). Proven knowledge of Psychology practice. Sound knowledge of career guidance including the disability of students. Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Sound, good and effective written and verbal communication skills. Recommendations: Proven knowledge of TVET sector. Proven knowledge of student practices including Student support services, WBE, Student governance and leadership development. Knowledge of DHET student disability framework. Problem solving and analytical skills Good listening skills. Good interpersonal relations. Ability to work in a team and independently. Cultural sensitivity and adaptability. Innovative and creative. 1 – 2 years' experience in student support services/education/teaching.
- DUTIES** : The incumbent will be responsible for: Lead and coordinate day-to-day activities of the Student Support Services within the College and the regular reporting to Campus Management. Student Orientation including CAPS assessments, career counselling and pathing Generic academic support services such as identify academic needs of student, assist in peer mentoring and academic development Financial Aid assistance, liaise and networking Student leadership development Sports, Arts and Culture/Recreational activities by developing strong vibrant relationships with social, sporting and community organisations Provide relevant and timely management information Support function to facilities, infrastructure, and learner support services and network with industries
- ENQUIRIES APPLICATIONS** : PJ Reyneke- Hr Section Tel No: (054) 331 3836
: Your application may be delivered by hand at the following address: The Corporate Offices, NCR TVET College, 1 Steve Naude Street, Upington, quoting the reference number underlined above for the attention: The HR Manager. You may also email your complete application to: recruitment@ncrtvet.co.za A reply will be sent as acknowledgement of your application.
- 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 or the College's website: www.ncrtvet.com, 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 : 23 September 2022

POST 34/111 : **STUDENT SUPPORT LIAISON OFFICER REF NO:**
NCRTVET/538/9/2022/SUP/ASASS/NAM/05

SALARY : R261 372 per annum (Level 07)
CENTRE : Namaqualand (Northern Cape Rural TVET College)
REQUIREMENTS : An appropriate recognized bachelor's degree/national diploma in Psychology or Social Science or equivalent qualification (NQF6). Proven knowledge of Psychology practice. Sound knowledge of career guidance including the disability of students. Digital literate and competent in Word/Excel/PowerPoint/Outlook/Teams. Sound, good and effective written and verbal communication skills. Recommendations: Proven knowledge of TVET sector. Proven knowledge of student practices including Student support services, WBE, Student governance and leadership development. Knowledge of DHET student disability framework. Problem solving and analytical skills Good listening skills. Good interpersonal relations. Ability to work in a team and independently. Cultural sensitivity and adaptability. Innovative and creative. 1 – 2 years' experience in student support services/education/teaching.

DUTIES : The incumbent will be responsible for: Lead and coordinate day-to-day activities of the Student Support Services within the College and the regular reporting to Campus Management. Student Orientation including CAPS assessments, career counselling and pathing Generic academic support services such as identify academic needs of student, assist in peer mentoring and academic development Financial Aid assistance, liaise and networking Student leadership development Sports, Arts and Culture/Recreational activities by developing strong vibrant relationships with social, sporting and community organisations Provide relevant and timely management information Support function to facilities, infrastructure, and learner support services and network with industries.

ENQUIRIES : PJ Reyneke- Hr Section Tel No: (054) 331 3836
APPLICATIONS : Your application may be delivered by hand at the following address: The Corporate Offices, NCR TVET College, 1 Steve Naude Street, Upington, quoting the reference number underlined above for the attention: The HR Manager. You may also email your complete application to: recruitment@ncrtvet.co.za A reply will be sent as acknowledgement of your application.

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 or the College's website: www.ncrtvet.com, 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 : 23 September 2022

POST 34/112 : **RESIDENCE HOUSEKEEPING SUPERVISOR (X3 POSTS)**
(PERSAL Appointment)

SALARY : R211 713 per annum (Level 06), plus benefits as applicable in the Public Sector

CENTRE : UMfolozi TVET College:
Eshowe Campus Ref No: UMF/048/08/2022 (X1 Post)

REQUIREMENTS : Esikhawini Campus Ref No: UMF/049/08/2022 (X2 Posts)
An appropriate national senior certificate / Grade 12 certificate or any relevant equivalent qualification and/ or Certificate (NQF Level 5) in administration or equivalent qualification; 2-3 years' relevant experience in rendering support services to students or related field. 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); Skills, Computer skills, Planning and organizing. Good

- verbal and written. Basic numeracy skills. Ability to perform routine tasks. Ability to operate office equipment. Interpersonal Relations. A valid driver's license.
- DUTIES** : Ensure and monitor the wellbeing of students; Maintain household records, admission and allocate rooms for students; Monitor and ensure safety of students and their belongings in the hostel; Monitor hostel buildings, cleaning materials and maintenance of building; Oversee the cooking section at hostels; Provide hostel administration and logistics.
- ENQUIRIES APPLICATIONS** : Mrs. ZH Mngoma Tel No: 035-902 9501
Eshowe Campus: Applications.eshowe@umfolozi.edu.za
Esikhawini Campus Email: Applications.esikhawini@umfolozi.edu.za
- NOTE** : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.
- CLOSING DATE** : 03 October 2022 at 13:00
- POST 34/113** : **HR CLERK REF NO: UMF/050/08/2022**
(PERSAL Appointment)
- SALARY** : R176 310 per annum (Level 05), plus benefits as applicable in the Public Sector
- CENTRE REQUIREMENTS** : UMfolozi TVET College, Central Office
A Grade 12 certificate or any equivalent qualification. Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations, or equivalent qualification will be an added advantage. 1-2 years' in Human Resource Management / Labour Relations environment or related field. Knowledge of HRM processes and practices. Knowledge of PERSAL. Personnel Administration Standards and CORE. Public Service Regulations and PFMA. Public Service Act. Knowledge of Recruitment, Training and PMDS procedures and processes. Human Resource Administration and Development. Planning and organizing. Financial management, Communication and interpersonal. Problem solving. Computer literacy.
- DUTIES** : Assist in the provision of conditions of service and Human Resource Records Management. Render support in the provision of recruitment and selection services. Provide administrative support on Labour Relations matters in the College. Assist in the implementation of Performance Management Development System, Integrated Quality Management System and coordinate training for College staff. Assist with the provision of Employee Health and Wellness services in the College.
- ENQUIRIES APPLICATIONS NOTE** : Mrs. ZH Mngoma Tel No: 035-902 9501
Email: Applications.central@umfolozi.edu.za
All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other

relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.

- CLOSING DATE** : 03 October 2022 at 13:00
- POST 34/114** : **REGISTRY CLERK REF NO: UMF/051/08/2022**
(PERSAL Appointment)
- SALARY** : R176 310 per annum (Level 05), plus benefits as applicable in the Public Sector
- CENTRE** : UMfolozi TVET College, Central Office
- REQUIREMENTS** : An appropriate national senior certificate/Grade 12 certificate or any relevant equivalent qualification. 1-2 years' relevant working experiences in registry. Knowledge of registry duties, 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. Knowledge of disposal procedure, Skills required –Reading, Self-discipline, Planning and organizing. Good verbal and written communication. Computer Literacy. Flexibility and Team work.
- DUTIES** : Provide registry counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management service. Operate office machines in relation to the registry function. Process documents for archiving and/ disposal.
- ENQUIRIES** : Mrs. ZH Mngoma Tel No: 035-902 9501
- APPLICATIONS** : Email: Applications.central@umfolozi.edu.za
- NOTE** : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.
- CLOSING DATE** : 03 October 2022 at 13:00
- POST 34/115** : **TRANSPORT / FLEET CLERK REF NO: UMF/052/08/2022**
(PERSAL Appointment)
- SALARY** : R176 310 per annum (Level 05), plus benefits as applicable in the Public Sector
- CENTRE** : UMfolozi TVET College, Central Office

<u>REQUIREMENTS</u>	:	An appropriate national senior certificate/Grade 12 certificate or any relevant equivalent qualification. 1-2 years' clerical experience in transport / fleet management/ logistics 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 laws. Monitoring and evaluation. Knowledge of Department of Higher Education mandate. Planning and organizing. Communication (Good verbal and written). Computer Literacy. A valid driver's license.
<u>DUTIES</u>	:	Render administrative support for government garage and College vehicles; Assist in administration and controlling of petrol card; Assist in ensuring effective and efficient utilization of subsidized vehicles.
<u>ENQUIRIES</u>	:	Mrs. ZH Mngoma Tel No: 035-902 9501
<u>APPLICATIONS</u>	:	Email: Applications.central@umfolozi.edu.za
<u>NOTE</u>	:	All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.
<u>CLOSING DATE</u>	:	03 October 2022 at 13:00
<u>POST 34/116</u>	:	<u>SECRETARY (X3 POSTS)</u> (PERSAL Appointment)
<u>SALARY</u>	:	R176 310 per annum (Level 05), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	UMfolozi TVET College: Central Office: Office of the Deputy Principal: Corporate Services Ref No: UMF/053/08/2022 (X1 Post) Chief Albert Luthuli Campus Ref No: UMF/054/08/2022 (X1 Post) Eshowe Campus Ref No: UMF/055/08/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate national senior certificate/Grade 12 certificate or any relevant equivalent qualification. 1-2 years' secretarial experience. Language Skills. Good telephone etiquette. Computer literacy. Sound organisational and people skills. Good written communication skills. Ability to act with tact and discretion. Good grooming and presentation. A valid driver's license.
<u>DUTIES</u>	:	Provide a secretarial/ receptionist support service to the manager. Receive telephone calls and record appointments and events. Type documents; Provide effective and efficient Records Management. Operate office equipment. Provide a clerical support. Make travel arrangements. Arrange meetings and events. Record minutes of meetings. Receive, record and distribute all incoming and outgoing documents. Procure items like stationery, refreshments. Remain up to date with regard to prescripts/ policies and procedures.
<u>ENQUIRIES</u>	:	Mrs. ZH Mngoma Tel No: 035-902 9501
<u>APPLICATIONS</u>	:	Central Office: Office of the Deputy Principal: Corporate Services Email: Applications.central@umfolozi.edu.za Chief Albert Luthuli Campus Email: Applications.cal@umfolozi.edu.za Eshowe Campus Email: Applications.eshowe@umfolozi.edu.za

NOTE : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.

CLOSING DATE : 03 October 2022 at 13:00

POST 34/117 : **ADMINISTRATION CLERK: FINANCE & SCM (X2 POSTS)**
(PERSAL Appointment)

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

CENTRE : UMfolozi TVET College
Chief Albert Luthuli Campus Ref No: UMF/056/08/2022 (X1 Post)
Sundumbili / Isithebe Campus Ref No: UMF/057/08/2022 (X1 Post)

REQUIREMENTS : An appropriate national senior certificate/Grade 12 certificate or equivalent; 1-2 years' experience financial management environment. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). A valid driver's license.

DUTIES : Render Financial Accounting services; Capture requisitions and specifications on electronic purchasing system; Receive and check invoices for correctness, verification and approval; Render budget support services; Request information for budget preparations, compare expenditure against budget. Provide effective and efficient Records Management. Remain up to date with regard to prescripts/ policies and procedures.

ENQUIRIES : Mrs. ZH Mngoma Tel No: 035-902 9501

APPLICATIONS : Chief Albert Luthuli Campus Email: Applications.cal@umfolozi.edu.za
Sundumbili / Isithebe Campus Email: Applications.sundumbili@umfolozi.edu.za

NOTE : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.
<u>CLOSING DATE</u>	:	03 October 2022 at 13:00
<u>POST 34/118</u>	:	<u>HUMAN RESOURCE CLERKS: GENERALISTS (X5 POSTS)</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum, (Level 05), (The successful candidate will be required to sign a performance agreement)
<u>CENTRE</u>	:	Esayidi TVET College, Central Office, Clydesdale, Enyenyenzi, Kokstad and Umzimkhulu Ref No: HRCCO02/09/2022ESA Ref No: HRCCLY02/09/2022ESA Ref No: HRCENY02/09/2022ESA Ref No HRCKOK02/09/2022ESA Ref No: HRCNMZ02/09/2022ESA
<u>REQUIREMENTS</u>	:	An appropriate National Diploma / Degree in Human Resources, Minimum two (2) years of verifiable experience in Human Resource Department. Valid Driver's License. Knowledge and understanding of Human Resource Prescripts, Labour Relations Act, Recruitment and Selection, Skills Development Act. Knowledge and Basic Conditions of Employment Equity Act. Knowledge of PERSAL will be an added advantage.
<u>DUTIES</u>	:	Assist in provision of conditions of service and Human Resource Records Management including leave, medical aid, pension fund, and recruitment and selection. Provide Administrative support on Labour Relations matters in the College including grievances, misconducts and disputes. Assist in the implementation of Performance Management Development System and Quality Management System and coordinate workshops and trainings for staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NB Ndlovu Tel No: (039) 940 5283 Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240
<u>NOTE</u>	:	Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae only, (inclusive of three contactable references and contact details), Short listed candidates will be required to submit certified copies of qualifications, ID copy and drivers licence on the date of the interview. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.
<u>CLOSING DATE</u>	:	23 September 2022
<u>POST 34/119</u>	:	<u>GENERAL ADMINISTRATIVE CLERKS (X3 POSTS)</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05), (The successful candidate will be required to sign a performance agreement)
<u>CENTRE</u>	:	Esayidi TVET College, Clydesdale, Enyenyenzi and Umzimkhulu Ref No: GACCLY12/09/2022ESA Ref No: GACENY12/09/2022ESA Ref No: GACNMZ12/09/2022ESA
<u>REQUIREMENTS</u>	:	Matric plus an appropriate National Diploma in Office Administration. (NQF level 6) Minimum of two years in office environment. Knowledge of computer hardware, software and programs. Knowledge of Coltech will be an added advantage.
<u>DUTIES</u>	:	Render general clerical support services, Provide personnel administration clerical support services within the component. Assist with the coordination of internal and external examination, coordinate training for invigilators, render administrative services on career guidance, counselling and academic support for students. Assist in implementing the sports, recreation, arts and culture programmes for students in campuses
<u>ENQUIRIES</u>	:	Ms. NB Ndlovu Tel No: (039) 940 5283

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240
- NOTE** : Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae only, (inclusive of three contactable references and contact details), Short listed candidates will be required to submit certified copies of qualifications, ID copy and drivers licence on the date of the interview. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.
- CLOSING DATE** : 23 September 2022
- POST 34/120** : **FINANCE CLERK: UMZIMKHULU CAMPUS REF NO: FCNMZ04/09/2022ESA (X1 POST)**
- SALARY** : R176 310 – R207 681 per annum (Level 05), (The successful candidate will be required to sign a performance agreement)
- CENTRE REQUIREMENTS** : Esayidi TVET College, Umzimkhulu Campus
 : Matric plus an appropriate Bachelor's Degree/National Diploma (NQF level 6) Financial Management related qualification Minimum two (2) year's related experience in financial administration is essential. Basic knowledge of Public Service Financial legislations, Procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc.), Computer skills, planning and organizing, Language, Good verbal and written communication and basic numeracy skills.
- DUTIES** : Render Financial Accounting transactions (receive invoices, check correctness, filing and collection of cash). Perform salary administration support services (receive salary advices, process advices) perform bookkeeping support services (capture financial transactions, clear suspense account, record debtors and creditors, process electronic banking transactions and compile journals). Management accounting (collect information from budget holders, compare expenditure against budget, identify variances, capture and allocate virements on budget, distribute documents with regard to the budget, filing all documents, receive and capture cash payments)
- ENQUIRIES APPLICATIONS** : Ms. NB Ndlovu Tel No: (039) 940 5283
 : Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240
- NOTE** : Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae only, (inclusive of three contactable references and contact details). Shortlisted candidates will be required to submit certified copies of all qualifications with academic transcripts/record, ID document and drivers license. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his /her application. The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.
- CLOSING DATE** : 23 September 2022

<u>POST 34/121</u>	:	<u>ASSET CLERK – CENTRAL OFFICE REF NO: ACC011/09/2022ESA</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum (Level 05), (The successful candidate will be required to sign a performance agreement)
<u>CENTRE</u>	:	Esayidi TVET College, Central Office
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Supply Chain/ Public Management or Logistics of any relevant qualification, (NQF level 6). Minimum of two years in a relevant environment. Knowledge of computer hardware, software and programs. Knowledge of Finance Policies.
<u>DUTIES</u>	:	Render asset management clerical support. Capturing of all physical (moveable and immovable) assets in the physical asset management registers and in Coltech system. Allocate assets to asset custodian. Update the asset register on the regular basis. Promote correct implementation of sound asset management practices. Administer asset management services. Undertake logistical support services. Manage of all asset movement within the College. Identify redundant, non-serviceable and obsolete assets for disposal. Ensure that the custodian inventory list/sheet is updated on a regular basis.
<u>ENQUIRIES</u>	:	Ms NB Ndlovu Tel No: (039) 940 5283
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240
<u>NOTE</u>	:	Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae only, (inclusive of three contactable references and contact details). Short listed candidates will be required to submit certified copies of qualifications, ID copy and drivers licence on the date of the interview. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.
<u>CLOSING DATE</u>	:	23 September 2022
<u>POST 34/122</u>	:	<u>SECRETARY (X2 POSTS)</u>
<u>SALARY</u>	:	R176 310 – R207 681 per annum, (Level 05), (The successful candidate will be required to sign a performance agreement)
<u>CENTRE</u>	:	Esayidi TVET College, Clydesdale and Kokstad Campuses Ref No: SECCLY03/09/2022ESA Ref No: SECKOK03/09/2022ESA
<u>REQUIREMENTS</u>	:	An appropriate National Diploma / Degree in Secretarial or Office Management (NQF level 6) or equivalent, Minimum two (2) years of verifiable experience in Secretarial or Office Management position. Valid Driver's License. Knowledge and understanding of relevant legislation, prescripts, policies and procedures. Basic knowledge of Financial Management. Record Management of documents.
<u>DUTIES</u>	:	Provide a Secretarial/ Receptionist support service to the Manager. Provide a Clerical support service to the Manager. Remains up to date with regard to prescripts/policies and procedure applicable to his/her work terrain to ensure efficient and effective support to the Manager.
<u>ENQUIRIES</u>	:	Ms. NB Ndlovu Tel No: (039) 940 5283
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240
<u>NOTE</u>	:	Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae only, (inclusive of three contactable references and contact details), Short listed candidates will be required to submit certified copies of qualifications, ID copy and drivers licence on the date of the interview. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment

verification). The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.

- CLOSING DATE** : Friday, 23 September 2022
- POST 34/123** : **RECEPTIONISTS (X4 POSTS)**
- SALARY** : R147 459 – 173 706 per annum, (Level 04), (The successful candidate will be required to sign a performance agreement)
- CENTRE** : Esayidi TVET College, Central Office, Clydesdale, Enyenyenzi and Umzimkhulu
Ref No: RECCOO5/09/2022ESA
Ref No: RECCLYO5/09/2022ESA
Ref No: RECENYO5/09/2022ESA
Ref No: RECNMZO5/09/2022ESA
- REQUIREMENTS** : National Diploma in Public Management/ Business Management/ Office Management (NQF6). At least one-year verifiable experience in the same environment. Good communication Skills. Good interpersonal Skills. Good Listening Skill. Ability to work well with clients.
- DUTIES** : Render switchboard services. Attend to incoming and outgoing telephone calls, transfer calls to relevant extensions, Provide clients with relevant information. Take messages and convey to relevant staff. Keep record of all outgoing calls. Print and issue telephone accounts. Maintain telephone database. Allocate pin codes when authorized. Identify and report telephone faults.
- ENQUIRIES APPLICATIONS** : Ms NB Ndlovu Tel No: (039) 940 5283
Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240.
- NOTE** : Applications should be on a new Z83 form , signed and dated , and must be accompanied by a recently updated comprehensive Curriculum Vitae only, (inclusive of three contactable references and contact details), Short listed candidates will be required to submit certified copies of qualifications, ID copy and drivers licence on the date of the interview. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.
- CLOSING DATE** : 23 September 2022
- POST 34/124** : **DATA CAPTURER (X2 POSTS)**
- SALARY** : R147 459 – R173 706 per annum (Level 04), (The successful candidate will be required to sign a performance agreement)
- CENTRE** : Esayidi TVET College, Clydesdale and Port Shepstone
Ref No: DCCLY13/09/2022ESA
Ref No: DCNPS13/09/2022ESA
- REQUIREMENTS** : An appropriate National Diploma in Office Administration (NQF level 6) or any relevant field. Knowledge of computer hardware, software and programs. Coltech knowledge will be an added advantage.
- DUTIES** : Capture data from available records into the required formats e.g. databases, table, spread sheet. Verify query missing data errors observes during data entry. Review and validate all data from records. Submit data, Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records are properly sorted and secured. Provide information to components.
- ENQUIRIES APPLICATIONS** : Ms NB Ndlovu Tel No: (039) 940 5283
Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240.

- NOTE** : Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae only, (inclusive of three contactable references and contact details), Short listed candidates will be required to submit certified copies of qualifications, ID copy on the date of the interview. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). The College/ DHET reserves the right not to make an appointment where it deems fit to do so. No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.
- CLOSING DATE** : 23 September 2022
- POST 34/125** : **RECEPTIONIST (X2 POSTS)**
(PERSAL Appointment)
- SALARY** : R147 459 per annum (Level 04), plus benefits as applicable in the Public Sector
- CENTRE** : UMfolozi TVET College:
Nkandla Campus Ref No: UMF/058/08/2022 (X1 Post)
Sundumbili / Isithebe Campus Ref No: UMF/059/08/2022 (X1 Post)
- REQUIREMENTS** : An appropriate national senior certificate/Grade 12 certificate or any relevant equivalent qualification; NQF Level 4 or 5; Minimum of 1-year experience. Must be computer literacy. Knowledge of Department of Higher Education mandate (TVET, CET and Skill Development). Knowledge of DHET policies and business units. Knowledge of relevant legislation, prescripts, policies and procedures.
- DUTIES** : Receive telephone calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as fax machines and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitor register at the reception.
- ENQUIRIES** : Mrs. ZH Mngoma Tel No: 035-902 9501
APPLICATIONS : Nkandla Campus Email: Applications.nkandla@umfolozi.edu.za
Sundumbili / Isithebe Campus email:
Applications.sundumbili@umfolozi.edu.za
- NOTE** : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.
- CLOSING DATE** : 03 October 2022 at 13:00
- POST 34/126** : **HANDYMAN (X5 POSTS)**
(PERSAL Appointment)
- SALARY** : R124 434 per annum (Level 03), plus benefits as applicable in the Public Sector
- CENTRE** : UMfolozi TVET College:

		Chief Albert Luthuli Campus Eshowe Campus Ref No: UMF/061/08/2022 (X1 Post) Mandeni Campus Ref No: UMF/062/08/2022 (X2 Posts) Central Office Ref No: UMF/063/08/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	0-6 Months' experience Semi Skilled Manual. Knowledge of infrastructure maintenance. Knowledge of infrastructure policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of building laws. Safe keeping of tools. Storage requirement. A valid driver's license.
<u>DUTIES</u>	:	Maintenance of office buildings. Conduct regular building inspections. Attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture. Repair broken furniture and equipment. Report defects. Safekeeping of maintenance tools and supplies.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. ZH Mngoma Tel No: 035-902 9501 Chief Albert Luthuli Campus: Eshowe Campus Email: Applications.eshowe@umfolozi.edu.za Mandeni Campus Email: Applications.mandeni@umfolozi.edu.za Central Office Email Applications.nkandla@umfolozi.edu.za
<u>NOTE</u>	:	All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za , and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.
<u>CLOSING DATE</u>	:	03 October 2022 at 13:00
<u>POST 34/127</u>	:	<u>DRIVER / MESSENGER (X3 POSTS)</u> (PERSAL Appointment)
<u>SALARY</u>	:	R124 434 per annum (Level 03), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	UMfolozi TVET College Esikhawini Campus Ref No: UMF/064/08/ Central Office Ref No: UMF/065/08/2022 Richtek Campus Ref No: UMF/066/08/2022
<u>REQUIREMENTS</u>	:	A grade 10 qualification/Standard 8 and a valid driver's licence. 7-12 months' relevant experience. Knowledge of relevant legislation, prescripts, policies and procedures. Procedure for motor maintenance of motor vehicle. Storage requirement. Messenger services. Procedure to operate the motor. Procedure to obtain trip authorization. Completion of log book of the motor vehicle. Writing of fuel consumables. Writing of kilometers services. Skills: Driving, Fixing, Reading & Writing, changing flat tyres. Cleaning of vehicles.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other Items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handle. Render a clerical support/ messenger service in the relevant office.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. ZH Mngoma Tel No: 035-902 9501 UMfolozi TVET College Esikhawini Campus Email: Applications.esikhawini@umfolozi.edu.za Central Office Email: Applications.central@umfolozi.edu.za Richtek Campus Email: Applications.richtek@umfolozi.edu.za
<u>NOTE</u>	:	All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line.

Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.

- CLOSING DATE** : 03 October 2022 at 13:00
- POST 34/128** : **GROUNDSMAN (X7 POSTS)**
(PERSAL Appointment)
- SALARY** : R104 073 per annum (Level 02), plus benefits as applicable in the Public Sector
- CENTRE** : UMfolozi TVET College:
Chief Albert Luthuli Campus Ref No: UMF/067/08/2022 (X3 Posts)
Mandeni Campus Ref No: UMF/068/08/2022 (X3 Posts)
Sundumbili / Isithebe Campus Ref No: UMF/069/08/2022 (X1 Post)
- REQUIREMENTS** : ABET / Standard 8 / Grade 10; Knowledge of repetitive tasks; Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene. Storage requirements.
- DUTIES** : Maintain premises and surroundings. Maintain the garden. Maintain gardening equipment and tools.
- ENQUIRIES** : Mrs. ZH Mngoma Tel No: 035-902 9501
- APPLICATIONS** : Chief Albert Luthuli Campus Email: Applications.cal@umfolozi.edu.za
Mandeni Campus Email: Applications.mandeni@umfolozi.edu.za
Sundumbili / Isithebe Campus Email: Applications.sundumbili@umfolozi.edu.za
- NOTE** : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.
- CLOSING DATE** : 03 October 2022 at 13:00

POST 34/129 : **PHOTOCOPY OPERATOR (X3 POSTS)**
(PERSAL Appointment)

SALARY : R104 073 per annum (Level 02), plus benefits as applicable in the Public Sector

CENTRE : UMfolozi TVET College:
Esikhawini Campus Ref No: UMF/070/08/2022 (X1 Post)
Mandeni Campus Ref No: UMF/071/08/2022 (X1 Post)
Sundumbili / Isithebe Campus Ref No: UMF/072/08/2022 (X1 Post)

REQUIREMENTS : ABET / Standard 8 / Grade 10 / Basic Education; Knowledge of repetitive tasks. Knowledge of facilities policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene. Storage requirements.

DUTIES : Operate the photocopier machines. Binding and laminating of documents. Provide counter services. Perform minor maintenance on the photocopier machine. Make requisition for photocopying materials. Skills: Reading, Operating equipment. Communication (verbal and written). Office management and administration. Analytical, Computer literacy, Problem-solving, Planning and organizing. Disciplined.

ENQUIRIES : Mrs. ZH Mngoma Tel No: 035-902 9501

APPLICATIONS : Esikhawini Campus Email: Applications.esikhawini@umfolozi.edu.za
Mandeni Campus Email: Applications.mandeni@umfolozi.edu.za
Sundumbili / Isithebe Campus Email: Applications.sundumbili@umfolozi.edu.za

NOTE : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. 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 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). The Employer reserves the right not to make an appointment. Where applicable, candidates will 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.

CLOSING DATE : 03 October 2022 at 13:00