

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(ELANGENI TVET COLLEGE)  
(CENTRAL JOHANNESBURG TVET COLLEGE)**

**ERRATUM: NATIONAL DEPARTMENT OF HIGHER EDUCATION AND TRAINING:** Kindly note that the following posts were advertised in the Public Service Vacancy Circular 30 dated 12 August 2022 with incorrect requirements (a) Senior Legal Administration Officer (MR-6) (Education Institutions) (Ref No: DHET 22/08/2022, the correct requirements of the post: Requirements: An appropriate LLB or 4 years recognised legal qualification or equivalent qualification. (b) Legal Administration Officers (MR-5) (Education Institutions) (Ref No: DHET 23/08/2022, the correct requirements of the post: Requirements: An appropriate LLB or 4 years recognised legal qualification or equivalent qualification. (The closing date for this advertisement has been extended to 07 October 2022). Enquiries: Mr D Moyane /Mr R Kgare Tel No: 012 312 5165/5442.

**OTHER POSTS**

- POST 35/56** : **ASSITANT DIRECTOR: REGISTRATION SERVICES REF NO: HRM 127 /2022**
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum (Level 10)  
: Elangeni TVET College, Central Office  
: Recognised three (3) year National Diploma (NQF level 6) in Business Administration, Public Management/ administration, A minimum of 3-5 years in administration department. Must have 2 years' supervisory experience, Experience in the post schooling education and training (PSET) sector will be an added advantage. Knowledge of registry duties, practices as well as ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Must have a valid driver's licence.
- DUTIES** : Develop, review and monitor the implementation of policies and procedure in Relation to student registration, admission, scheduling and records. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and record Develop marketing strategies to attract new potential student. Manage student registration and ensure proper procedure are followed. Develop and review registration document for accuracy Manage the database for new graduates and alumni into the job market. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student. Accommodation. Provide guidance and testing of students, with regard to choice of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure that student orientate are conducted into college and campuses. Ensure that learner's information are captured on Information Technology System. Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Coordinate the financial aid committee meeting and facilitate the awarding of approved college financial assistance programme. Verify compiled data on bursary statistics. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required. Identify potential sponsors in recognising academic achievement.
- ENQUIRES APPLICATIONS** : Mr NE Mkhize Tel No: 031 492 4363  
: Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown, 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be

considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

- CLOSING DATE** : 30 September 2022
- POST 35/57** : **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT (OCCUPATIONAL PROGRAMMES) REF NO: HRM 128 /2022**
- SALARY** : R477 090 per annum (Level 10)
- CENTRE** : Elangeni TVET College, Central Office
- REQUIREMENTS** : Recognized three-year National Diploma (NQF Level 6)/Degree in Office Management and Technology or related qualification. 3-5 years' experience in relevant field. Must have 2 years supervisory experience, 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 of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Must have valid driver's licence.
- DUTIES** : To plan for implementation of learner ships and short skills programmes. To manage all administration of the programs that are currently running. To monitor progress of the programmes and do site visits where necessary. To establish more partnerships with public and private sector to get more funding for learner ships and short skills programme. To establish partnerships for work placements of learners who are doing learner ships to be able to do their practical's. To sustain partnership that are already in existence with the College. To apply for accreditation for programme with all Seta's as per the need of the industry and the need of the communities that we are serving as the College. To align our application for accreditation with Skills Audits of both Municipalities.
- ENQUIRES APPLICATIONS** : Mr NE Mkhize Tel No: 031 492 4363  
: Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- CLOSING DATE** : 30 September 2022

**POST 35/58** : **ASSISTANT DIRECTOR: EXAMINATION AND ASSESSMENTS REF NO: CJC/EXAM/2022**  
(Re-advertised and candidate who had applied previously may re apply.)

**SALARY** : R477 090 per annum (Level 10), plus benefits as applicable in the Public Sector

**CENTRE** : Central Office: Parktown

**REQUIREMENTS** : An appropriate National Diploma (NQF 6) in Education/ Administration or equivalent qualification. 3-5 years' experience in managing assessment, conducting of external examination and Teaching and Learning in the TVET sector. Experience in managing training of examination officials. Good verbal and written communication skills, including presentation and report writing-skills. Recommendations: Knowledge of White Paper on PSET Act. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Extensive knowledge of National Policy pertaining to the conduct, administration and management of the examination in TVET College. Knowledge and understanding of COLTECH system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act.

**DUTIES** : The incumbent will be responsible for: Manage the provision of examination services. Manage the administration of exam venues (i.e. seating plan, direction to exam venue, instruction to student and other related duties as per exam manual). Manage concessions for students with disabilities prior examination sitting. Monitoring of examination processes and procedures. Manage and administer the College exam centres for trimester or semester or year examination cycle. Manage compliance of examination policy and regulations by invigilator and student. Manage the safekeeping and distribution of question papers. Develop the internal Assessment (ICASS/ISAT) Monitoring and Verification tool. Develop College Examination Policy and Terms of References (TOR) for Examination related committee. Manage training of Invigilators, Markers and Data Capturers. Manage the development of internal marking plan and administer internal marking centres. Manage and develop Invigilator agreements, contracts and signing thereof. Manage and coordinate the appointment of Chief Invigilators and Examination Officers. Ensure that training for Invigilators, Markers and Data Capturers on exam processes and procedures are conducted. Manage the establishment of the function of Irregularity Committee. Manage the establishment of both the Examination and Irregularity Committee for both Colleges and Campuses. Manage the control of issuing of the certificates. Manage the issuing of certificate application form and quality assurance on submitted data. Manage the processing and submitting of all Diploma applications, keep record and handle enquiries. Manage the tracking of outstanding certificate applications (Statement of results, Diploma, NCV Certificates Report 191 and Occupational programmes). Manage the distribution of certificates to the students. Manage proper administration of the examination unit. Manage the communication of exam time tables to the students. Manage the distribution of examination results, year mark etc. to the Campus Managers. Manage the clashing of exams dates.

**ENQUIRIES** : Ms. P James Tel No: 011 351 6000

**APPLICATIONS** : All applications are to be sent via email to recruitment65@cjc.edu.za

**NOTE** : Kindly quote name of the post you are applying for and its reference number in the subject line. The post is re-advertised. Interested applicants who applied in the previous advertisement should reapply to have their applications considered. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of only:  
- a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), stating the post you are applying for and the relevant reference number, b) a recently updated CV only. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email

addresses will not be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation (only when shortlisted). No faxed, posted or hand delivered applications will be considered. The college reserves the right to withdraw the posts at any time. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.

- CLOSING DATE** : 30 September 2022 at 16:00
- POST 35/59** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: HRM 129 /2022**
- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Elangeni TVET College, Central Office  
**REQUIREMENTS** : Recognised National Diploma in (NQF6) in Labour Relations, Employment Relations and Human Resource Management or related qualification. 3–5 years' experience in Labour Relations or Human Resource Management environment or related field. Must have 2 years' supervisory experience, Knowledge of Labour Relations Act, Public Service legislations and policies related to Human Resource Management. Advanced experience in interpretation, development and implementation of policies; Sound knowledge of Labour Relations statutes. Sound knowledge of International Labour Organisation (ILO). Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL. Must have a valid driver's licence.
- DUTIES** : Maintain sound Labour Relations Render advice on labour related matters, Develop and implement Human Resource policies and manuals, Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct, Conduct investigations and disciplinary hearings, Management of strike action, Minimize Labour disputes, Facilitate and conduct labour relations training and workshops, Ensure proper implementation of the collective bargaining council resolutions, Management of all Human , Financial and other resources of the unit.
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- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- CLOSING DATE** : 30 September 2022
- POST 35/60** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: HRM 130/2022**
- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Elangeni TVET College, Central Office  
**REQUIREMENTS** : Recognised National Diploma in (NQF6) in Financial Management or related Qualification. 3–5 years' experience in student support administration/Teaching and Learning environment or related field. Must have

		2 years' supervisory experience, Knowledge of PSET and CET Act. Knowledge and understanding of PFMA. Knowledge and understanding of Treasurer 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 and financial managements systems.
<b><u>DUTIES</u></b>	:	Managing and monitoring of the budget cycle; Coordinate, manage and evaluate inputs from programmes and consolidate into a database; Coordinate meetings with line function managers to assist with finalisation of budget inputs; Ensure that National Treasury guidelines are adhered to; Timeous submission of the database and chapter to National Treasury; Assist line function to compile drawings and ensure alignment to operational plans; Managing and monitoring of the Annual Financial Statements; Ensure correct allocation of expenditure and update expenditure reports after year end closure for use of Appropriation statement; Managing and monitoring of the financial reporting to National Treasury; Review in year monitoring database on a monthly basis to be submitted to National Treasury; Update expenditure reports on a monthly basis and ensure that it balancing to BAS; Managing and monitoring of the budget on BAS.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<b><u>NOTE</u></b>	:	The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	30 September 2022
<b><u>POST 35/61</u></b>	:	<b><u>ASSISTANT DIRECTOR: FACILITIES&amp; RECORDS MANAGEMENT REF NO: HRM 131/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Recognised National Diploma in (NQF6)/Degree in Building Management/ Safety Management/ Construction Management or related qualification.3–5 years' experience in Facilities Management, SHERQ and OHS environment. Must have 2 years' supervisory experience, Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act. Telephone Management systems, fire control system and facilities management system. Knowledge of Occupational Health Safety Act 85 of 1993 and related regulations.
<b><u>DUTIES</u></b>	:	Oversee maintenance of buildings and premises; Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations; Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines; Compile, implement and monitor maintenance plans regarding machinery, tools and equipment; Ensure compliance to SHERQ and OHS Act; Develop and implement policies related to SHERQ and occupational health and safety; Oversee fleet management; Develop and implement fleet management policies; Maintain physical security

functions including key control, personnel, document and surveillance security; Development, review and monitor the implementation of security policy; Responsible for security and access control at facilities; Ensure adherence to contractors Service Level Agreements; Records Management; Prepare monthly, quarterly and annual reports for Management and Council; Manage human, financial and other resources of the unit.

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

**CLOSING DATE** : 30 September 2022

**POST 35/62** : **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: HRM 132/2022**

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Elangeni TVET College, Central Office  
**REQUIREMENTS** : Recognized National Diploma (NQF6) in Public Management / Business Management / Office Management and Technology or related qualification. 3-5 years' experience in strategic planning and administration environment. Knowledge of Public Service legislations policies. Knowledge of PSET. Knowledge and understanding of the TVET/ CET Administration. Understanding of the Higher Education sector, corporate governance and Cost Centre budgetary, expenditure and cash flow management. Knowledge of the Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Advanced planning and organizing skills; Financial management and Report writing skills; Communication and interpersonal; Project management; Problem solving and Analytical skills; Computer literate. Valid driver's licence.

**DUTIES** : Coordinate the implementation of the strategic plan and evaluate the target plan; Render administrative/executive support services in the office of the Principal; Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal; Oversee secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders, Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures; Co-ordinate and arrange all meetings, proceedings and activities of the above structures; Provide strategic management, monitoring and evaluation services, Oversee and monitor the budget in the office of the Principal; Coordinate college inputs for annual, quarterly, monthly reports; Establish and implement effective records and document management systems in the office of the Principal; Quality check letters, memoranda and submissions; Oversee and maintain logistics within the office of the Principal; Design filing system; Ensure filing systems are maintained up to date; Ensure protection and security of file or records.

**ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363

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