

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(Umgungundlovu TVET College)**

- APPLICATIONS** : Candidates can post, or hand deliver their applications: All applications must be placed in an A4 envelope with the following details: UMgungundlovu TVET College, Human Resource Department, reference number of post, Private Bag X9060, Pietermaritzburg, 3200 (NB: it is not the responsibility of the college should your application get lost in the post office). Alternatively, applications can be hand-delivered to Central Office, 44 Burger Street (Security Office), Pietermaritzburg, 3201.
- CLOSING DATE** : 21 October at 16:00
- NOTE** : Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all Government Departments). Only shortlisted candidates will be required to bring certified documents. The application must be submitted in an envelope with the reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified and evaluated by the South African Qualifications Authority and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill posts.

**OTHER POSTS**

- POST 38/21** : **PERSONNEL OFFICER REF NO: UTVETC/PO/202206 (X1 POST)**  
(Duration: Permanent)  
This is a re-advertisement. Those who applied on the previous advert must re-apply.
- SALARY** : R261 372 per annum (Level 07), plus benefits  
**CENTRE** : Umgungundlovu TVET College  
**REQUIREMENTS** : A Diploma in Human Resource Management / Development or equivalent qualification. 1-2 years' experience in Human Resource environment. Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Understanding and utilisation of the PERSAL system. Understanding of legislative framework governing the Public Service. Store and retrieval procedures in terms of the working environment. Understanding of the work in registry. Relevant PERSAL certificate. Valid driver's license. Computer literary. Added Advantage: Experience in the Public Sector within Human Resource administration.
- DUTIES** : Identify vacant posts to be advertised and develop annual recruitment plan. Develop adverts and process advertisement of posts in line with the College and other relevant policies and Collective Agreements. Process applications and handle queries and responses. Sort, capture and screen CV's; prepare preliminary shortlists with responsible managers for submission to the shortlisting committee. Prepare for interviews. Coordinate the verification of all applicant's qualifications. Compile submission and reports for approval by Principal or delegated authority to appoint. Facilitate appointments and placements of suitable candidates. Develop and update recruitment database. Supervise staff. Ensure implementation of Performance Management and Development Systems. Ensure compliance with leave procedures and leave administration. Manage employee conditions of service. Perform delegated functions
- ENQUIRIES** : Ms N Julia Tel No: 033 8116 8619
- POST 38/22** : **EMPLOYEE WELLNESS OFFICER REF NO: UTVETC/EWO/202207 (X1 POST)**  
(Duration: Permanent)  
This is a re-advertisement. Those who applied on the previous advert must re-apply.
- SALARY** : R261 372 per annum (Level 07), plus benefits  
**CENTRE** : Umgungundlovu TVET College

<b><u>REQUIREMENTS</u></b>	:	Appropriate Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification. 1-2 years in Employee Health and Wellness environment or related field. Knowledge of integrated Employee Health and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, financial and organisational wellness. Understanding of HIV/AIDS and TB Management. Understanding of Health and Productivity, including PILLIR Understanding Safety Health Environment Risk Quality Management including processes of COIDA. In-depth knowledge in conducting counselling Understanding of special programmes such as Gender and Disability. Knowledge and understanding of research methods. Knowledge of PERSAL. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, LRA, PSR etc.). Knowledge and understanding of bargaining process and dispute resolutions.
<b><u>DUTIES</u></b>	:	Assist with the implementation of health and wellness policy for the college. Assist with conducting Health and wellness surveys. Coordinate Health and Wellness programmer 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 programmers 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. Perform delegated functions.
<b><u>ENQUIRIES</u></b>	:	Ms N Julia Tel No: (033) 816 8619
<b><u>POST 38/23</u></b>	:	<b><u>CO-CURRICULAR COORDINATOR REF NO: UTVETC/CCC/202241</u></b> (Duration: Permanent)
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05), plus benefits
<b><u>CENTRE</u></b>	:	Umgungundlovu TVET College
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification, 2 years' experience in administration /coordinating in sports or art and culture activities, knowledge of two or more sports/art and cultural activities, computer literate, drivers' licence. Added Advantage: experience in Co-curricular activities.
<b><u>DUTIES</u></b>	:	Promote and coordinate extra-curricular activities such as sports, arts and culture, reading clubs and relevant outings representing the college in external competitions and tournaments, mobilise UTVET students to participate in all extra-curricular related activities, creating and enabling environment for effective and sustainable extra-curricular programmes in all UTVET Campuses, monitor and evaluate the implementation of relevant college extra-curricular plan, network with relevant stakeholder's ie sports structures, federations, neighbouring schools, universities and community based organisations to improve the quality of extra-curricular departmental gatherings, - plan, implement and monitor internal and external extra-curricular competitions for college students and other TVET Colleges within the province to compete, Encourage students participation in the college, provincial and national extra-curricular activities ie sports related tournaments, prepare and present reports to student support services directorate, college management, senior management team (SMT) and provincial departmental officials, develop and encourage healthy relationship between student, teaching staff, and non-teaching staff, college management and SMT.
<b><u>ENQUIRIES</u></b>	:	Ms N Julia Tel No: (033) 816 8619
<b><u>POST 38/24</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT: ADMINISTRATION CLERK REF NO: UTVETC/SCM-AC/202242 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05), plus benefits
<b><u>CENTRE</u></b>	:	UMgungundlovu TVET College
<b><u>REQUIREMENTS</u></b>	:	A Diploma in Financial Management/ National Diploma in Accounting or equivalent, together with 18 months relevant experience. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations; In-depth knowledge of financial systems. A valid driver's licence will be an added advantage. Skills and Competencies: Planning and organising skills; Good interpersonal relations; Effective communication skills (written and verbal); Computer literacy; Ability to work independently and meet deadlines.

<b><u>DUTIES</u></b>	:	The ability to work under pressure, work in a team and preparedness to work overtime when required.
	:	Sourcing of quotation as per National Treasury guidelines; Receive and assess quotation to ensure that they comply with the minimum requirements; Assist end users with the compilation of compliant specifications; Capture requisitions on the Supply Chain System; Request, prepare and compile quotes; Ensure that all relevant forms are attached; Extend the validity periods of quotes in advance of expiry dates; Capturing of awarded contracts on National Treasury contracts registration application (CRA); Ensure procedures comply with SCM policies; Ensure proper filing and safe keeping of documents; Ensure timeous processing of payments to suppliers; Receiving and issuing of stock items; Perform other duties as delegated by the supervisor.
<b><u>ENQUIRIES</u></b>	:	Miss N Julia Tel No: (033) 816 8619
<b><u>POST 38/25</u></b>	:	<b><u>ASSET ADMINISTRATION CLERK REF NO: UTVETC/AADC/202243 (X1 POST)</u></b>
<b><u>SALARY</u></b>	:	R176 310 per annum (Level 05), plus benefits
<b><u>CENTRE</u></b>	:	UMgungundlovu TVET College
<b><u>REQUIREMENTS</u></b>	:	A National Diploma in Financial Management /Accounting or equivalent together with 18 months relevant experience. Knowledge of Public Finance Management Act (PFMA), PPPFA, BBB-EE Act and Treasury Regulations; In-depth knowledge of financial systems. Computer Literacy. A valid driver's licence will be an added advantage. Skills and Competencies: Planning and organising skills; Good interpersonal relations; Effective communication skills (written and verbal); Computer literacy; Ability to work independently and meet deadlines. The ability to work under pressure, work in a team.
<b><u>DUTIES</u></b>	:	Coordination and recording of asset movement. Asset disposal, Asset verification, Barcoding of existing and new assets. Implementation of College Asset Management plan. Coordination of receipt, processing and distribution of new assets. Perform delegated functions.
<b><u>ENQUIRES</u></b>	:	Miss N Julia Tel No: (033) 816 8619
<b><u>POST 38/26</u></b>	:	<b><u>SECURITY OFFICER REF NO: UTVETC/SO/202244 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R124 434 per annum (Level 03), plus benefits
<b><u>CENTRE</u></b>	:	UMgungundlovu TVET College
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate/NQF4 and 5 Certificates. A Security Certificate: Grade C with PRSIR. At least one (1) to two (2) years' work experience as a Security Officer. Good communication skills (written and verbal), good interpersonal skills. Must be prepared to work shifts, weekends and irregular hours. The applicant must be physically fit with no criminal record and must be able to work under pressure/hostile/violent situation. Knowledge of numeracy and operating equipment. A firearm licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Protection of personnel information and property by doing the following. Access control including crowd control, guarding and patrolling of buildings. Update security registers. Conduct inspections of all College security buildings. Monitor all the contractors in the building. Liaise with the local police in case of a crime. Attend security related complains. Inspect Security Service provider registers. Conduct access control as well as access control cards. Print access control cards. Activate and deactivate access control cards. Print time sheet when required. Participate in disaster management. Safeguard building keys. Report all incidents of security breach to security supervisor and management.
<b><u>ENQUIRIES</u></b>	:	Miss N Julia Tel No: (033) 816 8619