

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(MNAMBITHI TVET COLLEGE)
(MOTHEO TVET COLLEGE)**

OTHER POSTS

- POST 39/115** : **ASSISTANT DIRECTOR: EXAMINATION AND ASSESSMENTS REF NO: MOT/ASD/EXM-ASS/CO/2022**
(Section Academic Services)
- SALARY** : R477 090 per annum (Level 10)
CENTRE : Central Office (Bloemfontein)
REQUIREMENTS : An Appropriate National Diploma (NQF 6) in Education/Administration or equivalent qualification, obtained after Grade 12. 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 PSET Act, Working knowledge of the 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 examinations. Knowledge and understanding of the COLTECH, TVETMIS and ITS systems. Knowledge of the National Policy frameworks relevant to Education, Training and Development. Knowledge of skills development Act, Public Service Regulations, Public Service Act and Labour Relations Act. Must be able to work under pressure and adapt to changes in the TVET sector.
- DUTIES** : Management of the provision of examination services. Management and administration of examination venues as per examination manual. Management of concessions for students with disabilities prior examination sitting. Monitoring of examination processes and procedures. Management and administration the College examination centres for all examination cycles. Manage compliance of examination policy and regulations, by invigilators and students. Manage the safe keeping and distribution of question papers. Develop Internal Assessment and verification tool. Manage and develop invigilator agreements, contracts and signing thereof. Manage training of invigilators, markers and Data Capturers. Manage and coordinate the appointment of Chief Invigilators. Manage the control of issuing out of certificates. Manage the tracking of outstanding certificate applications. Proper management of the examination unit.
- ENQUIRIES** : Mr N Olin Tel No: (051) 406 9300
APPLICATIONS : All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Corner St George and Aliwal Streets. No faxed or emailed applications will be accepted.
- NOTE** : Applicants are required to submit only a completed 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 ID, Valid driver's Licence, where applicable, and all other required relevant documents will only be requested from shortlisted candidates on or before the interview date. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report (only when shortlisted). Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening. And may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date.
- CLOSING DATE** : 28 October 2022

POST 39/116 : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: MTVET 2022/35**
(Re-Advertisement)

SALARY : R382 245 per annum (Level 09), plus benefits as applicable in the Public Sector

CENTRE : Central Office
REQUIREMENTS : Appropriate National Diploma or Bachelor's degree (NQF level 6/7) in Human Resource Management or relevant qualification. 3-5 years' experience in Human Resource Management and 2 of which should be relevant supervisory experience. Knowledge and interpretation of applicable Public Service Legislation and policies. A valid driver's licence, willingness to travel and work extended hours. Knowledge of the Higher Education Sector and PERSAL system will be an added advantage. Skills and knowledge: Knowledge of HR Policies and Public Service Regulations. Understanding of HR standard operating procedures. Conflict management skills with regard to people management. Sound verbal and written communication skills. Project management, Computer literacy, and Analytical and Problem Solving skills. Accuracy in report writing and meeting tight deadlines. Good presentation and facilitation skills.

DUTIES : Provide HR planning and monitoring services by developing policies, and monitoring consistent compliance with prescripts. Monitoring the implementation of employment equity. Provide HR administration services by administering service conditions for staff. Management of leave. Ensure timeous advertising and filling of vacancies and keep an efficient HR registry. Oversee Performance management and Human Resources Development: Provide support on performance management services including bursary administration. Compile and implement HR unit's annual performance plan. Provide efficient labour relations services by promoting labour peace and a healthy organisational culture. Coordination of disciplinary matters within the relevant legislative framework. Conduct performance reviews of staff within the unit. Facilitate change management and organisational transformation services. Compile monthly and quarterly reports.

ENQUIRIES : HR Tel No: (036) 631 0360
APPLICATIONS : Applications can be hand delivered to 77 Murchison Street or e-mailed to Hlengiwe.Zondo@kzntvet.edu.za. Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer

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, will only be submitted by shortlisted candidates to HR on or before the day of the interview date.

CLOSING DATE : 28 October 2022

POST 39/117 : **CHIEF REGISTRY CLERK REF NO: MTVET 2022/36**
Re-Advertisement

SALARY : R261 372 per annum (Level 07)
CENTRE : Mnambithi TVET College Central Office

REQUIREMENTS : Diploma in records management / archives, public management or equivalent qualification, coupled with 3 years' experience in a registry environment. Essential knowledge, skills and competencies required: The successful candidate must have Knowledge of information management, records management practices and understanding of filing systems. Good numerical skills, ability to work under pressure, accuracy in checking and capturing information. Managing people skills, good communication skills both written and verbal. Good computer literacy in MS Office, and a valid driver's licence.

DUTIES : The successful candidate will be required to provide effective record keeping for Mnambithi TVET College with the following key responsibilities: Provide proper management, maintenance and application of the approved filing system. Regulate the receipt and flow of documentation within and outside the College. Ensure custody and care of all records within the registry, Managing

		the disposal of records, Provide advice and guidance to the staff and measure the performance of staff.
<u>ENQUIRIES</u>	:	HR Tel No: (036)6310360
<u>APPLICATIONS</u>	:	Applications can be hand delivered to 77 Murchison Street or e-mailed to Hlengiwe.Zondo@kzntvet.edu.za . Should the applicant not be notified of the outcome of the application within three months after the closing date, they should consider their application as unsuccessful. The college reserves the right not to fill posts. Mnambithi TVET College is an equal opportunity affirmative action employer.
<u>NOTE</u>	:	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, will only be submitted by shortlisted candidates to HR on or before the day of the interview date.
<u>CLOSING DATE</u>	:	28 October 2022
<u>POST 39/118</u>	:	<u>LABOUR RELATIONS OFFICER REF NO: MOT/LRO/CEN/2022</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Central Office (Bloemfontein)
<u>EQUIREMENTS</u>	:	Appropriate National Diploma (NQF 6) in Labour Relation/Employment Relations /Human Resources Management or equivalent qualification. Valid driver's licence is an added advantage. Computer Literacy. Recommendations: Sound knowledge of Labour relations Act, Public Services legislations and policies related to Human Resources Management. Knowledge and understanding of bargaining processes and dispute resolutions. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education Sector. Must have the following skills. Investigating; negotiation; planning and organizing; Communication and problem solving skills
<u>DUTIES</u>	:	Assist in providing sound Labour Relations. Investigate grievances and disputes. Investigate misconduct cases. Participate in collective bargaining council resolutions by checking all dispute referrals and advice management on them and verify whether the bargaining council has jurisdiction on the matter. Assist in maintaining stakeholder relations, between the employer and the employee. Update database on grievances, disputes, misconduct and collective bargaining.
<u>ENQUIRIES</u>	:	Mr MD Mokhobo Tel No: 051 4069300
<u>APPLICATIONS</u>	:	All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Corner St George and Aliwal Streets. No faxed or emailed applications will be accepted.
<u>NOTE</u>	:	Applicants are required to submit only a completed 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 ID, Valid driver's Licence, where applicable, and all other required relevant documents will only be requested from shortlisted candidates on or before the interview date. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report (only when shortlisted). Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening. And may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date.
<u>CLOSING DATE</u>	:	28 October 2022
<u>POST 39/119</u>	:	<u>INFORMATION TECHNOLOGY TECHNICIAN REF NO: MOT/IT/BFN/2022</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Bloemfontein Campus, (Bloemfontein)
<u>REQUIREMENTS</u>	:	Appropriate National Diploma (NQF 6) in Information Technology(IT) / Computer Science or equivalent qualification and A+ITILv3

Foundation. Valid driver's licence will be an added advantage 1-2 years' experience in IT environment; experience in Software and hardware support (Windows Microsoft) Recommendations: Sound knowledge of IT Hardware and Software. Understanding of Desktop Networking and Voice communication infrastructure. Knowledge of program installations. Understanding of IT Help Desk operation. Full comprehension of IT first and second line of IT support. Must have good communication skills and good interpersonal relations. Ability to; interpret ICT challenges to the users and to interact with service providers.

DUTIES : Assist in management of Service Desktop support function. Install, maintain, support telephone system and network. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Provide support of data migration during computer setup. Rendering of IT information management services: Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data. Gather and analyse user's issues n ICT and provide solutions. Provide assistance on ICT related activities.

ENQUIRIES APPLICATIONS : Mr MD Mokhobo Tel No: 051 4069300
 : All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Corner St George and Aliwal Streets. No faxed or emailed applications will be accepted.

NOTE : Applicants are required to submit only a completed 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 ID, Valid driver's Licence, where applicable, and all other required relevant documents will only be requested from shortlisted candidates on or before the interview date. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report (only when shortlisted). Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening. And may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date.

CLOSING DATE : 28 October 2022

POST 39/120 : **MIS OFFICER REF NO: MOT/MIS/CO/2022**

SALARY CENTRE REQUIREMENTS : R261 372 per annum (Level 07)
 : Central Office (Bloemfontein)
 : Appropriate National Diploma (NQF 6)/B Degree in Information Management /DATA Management or equivalent qualification. 2-3 years working experience in Management of Information System (MIS) or DATA Management environment or any relevant experience. Recommendations: Sound knowledge of policies that governs TVET Colleges. Knowledge of the TVETMIS system and annual reporting requirements. Knowledge of the CET Act; PSET; ISO and quality management systems. Knowledge and understanding of information system and the understanding, application and interpretation of office management, COLTECH, DATA warehouse and IT prescripts.

DUTIES : To provide TVET Management Information System (MIS) services in the entire college. Maintain and administer TVETMIS, capturing and DATA extraction for the college. Compile and produce various reports and statistics. Capture and update information on COLTECH/TVETMIS and other related systems. Provide administration of all academic and student related system programmes, courses and qualification. Facilitate the renewal of TVETMIS licenses before expiry dates.

ENQUIRIES APPLICATIONS : Mr N Olin Tel No: 051 4069300
 : All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Corner St George and Aliwal Streets. No faxed or emailed applications will be accepted.

NOTE : Applicants are required to submit only a completed 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 ID, Valid driver's Licence, where applicable, and all other required relevant documents will only be requested from shortlisted candidates on or before the interview date. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report (only when shortlisted). Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening. And may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date.

CLOSING DATE : 28 October 2022

POST 39/121 : **ADMINISTRATIVE CLERK REF NO: MOT/ADM/TBN/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Thaba Nchu Campus (Thaba Nchu)
REQUIREMENTS : N6 in Office management/ National diploma in Office Management. 1-year experience in Clerical/Administrative environment. Computer Literacy recommendations: Sound knowledge of TVET Sector policies as well as Department of Higher Education. Knowledge of the Legislative framework governing the Public Service. Ability to capture DATA and ability to keep campus and personnel records. Must have good verbal and written communication skills. Good interpersonal relations.

DUTIES : To render administrative support services to the campus. Render general clerical support services for the campus, by recording; organising and keeping correspondence records. Provide personnel administration support services within the campus, by maintaining leave registers and attendance register, maintaining personnel records.

ENQUIRIES : Mr MD Mokhobo Tel No: 051 4069300
APPLICATIONS : All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Corner St George and Aliwal Streets. No faxed or emailed applications will be accepted.

NOTE : Applicants are required to submit only a completed 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 ID, Valid driver's Licence, where applicable, and all other required relevant documents will only be requested from shortlisted candidates on or before the interview date. Correspondence will be limited to shortlisted candidates only. People with disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report (only when shortlisted). Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening. And may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date.

CLOSING DATE : 28 October 2022

POST 39/122 : **ADMINISTRATIVE CLERK REF NO: MOT/ADM/CO/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Central Office (Bloemfontein)
REQUIREMENTS : N6 in Office Management/ National Diploma in Office Management or Secretarial qualification. 1-2 years' experience in Clerical/Administrative/Secretarial environment. Computer Literacy Recommendations: Sound knowledge of TVET Sector policies as well as Department of Higher Education Legislative framework, governing the Public Service. Ability to capture DATA. Ability to keep office and personnel records. Must have good verbal and written communication and good interpersonal relations.

- DUTIES** : To render secretarial/administrative support services to the office of the manager. Render general clerical support services for the manager, by recording; organising and keeping records of correspondence. Remains up to date with regard to prescripts/policies and procedures applicable to his/her work to ensure efficient and effective support to the manager.
- ENQUIRIES** : Mr MD Mokhobo Tel No: 051 4069300
- APPLICATIONS** : All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Corner St George and Aliwal Streets. No faxed or emailed applications will be accepted.
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- CLOSING DATE** : 28 October 2022
- POST 39/123** : **HUMAN RESOURCE CLERK REF NO: MOT/HR/HSV/2022**
- SALARY** : R176 310 per annum (Level 05)
- CENTRE** : Hillside View Campus (Bloemfontein)
- REQUIREMENTS** : Appropriate National Diploma (NQF 6) in Human Resource Management, Public Management, Labour Relations or equivalent qualification. 1-2 years' experience in Human Resource Management/Labour Relations environment or related field Computer Literacy Recommendations: Sound knowledge of Human Resource Management processes and practices such as recruitment, leave administration, termination of service and performance management. Knowledge of Labour Relations Act and understanding of grievance dispute resolutions. Knowledge of TVET Sector and Department of Higher Education Policies, Public Service Act and Regulations and the CET Act. Valid driver's licence is an added advantage.
- DUTIES** : Collate applications for pensions, home owner allowance, and long service forms and send to Central Office. Maintain copies of personnel files, leave files and performance management/QMS files. Assist with enquiries relating to salaries, pension pay-outs and medical Aids. Safe keeping of Human Resource Records in line with the Records Management Systems. Capture applications for recruitment, handle shortlisting and interview processes and handle responses thereof. Provide secretariat support during shortlisting/interviews. (arrangements of shortlisting/interview dates, venues and invitations). Make recommendations through submissions and submit all documents to Central Office for approval.
- ENQUIRIES** : Mr MD Mokhobo Tel No: 051 4069300
- APPLICATIONS** : All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Corner St George and Aliwal Streets. No faxed or emailed applications will be accepted.
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- CLOSING DATE** : 28 October 2022
- POST 39/124** : **CLEANER REF NO: MOT/CL/PLOT/2022**
- SALARY** : R104 073 per annum (Level 02)
CENTRE : PLOT 32 (Bloemfontein)
REQUIREMENTS : ABET/Standard 8/Gr 10. Recommendations: Ability to interact with other officials in a professional manner Knowledgeable in health and hygiene processes. Knowledge of storage requirements as well as facilities. Knowledge of cleaning and operating of equipment. Good Verbal and written communication skills. Planning and organising skills.
- DUTIES** : Cleaning of offices, corridors, elevators and boardrooms by dusting. waxing office furniture, sweeping, scrubbing and waxing floors and cleaning walls. Cleaning kitchens and restrooms, Replacing of hand towels and toilet papers. Keeping and maintaining cleaning materials and equipment. Report broken equipment/machines.
- ENQUIRIES** : Mr MD Mokhobo Tel No: 051 4069300
APPLICATIONS : All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Corner St George and Aliwal Streets. No faxed or emailed applications will be accepted.
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- CLOSING DATE** : 28 October 2022
- POST 39/125** : **GENERAL ASSISTANT REF NO: MOT/GA/KOFF/2022**
- SALARY** : R104 073 per annum (Level 02)
CENTRE : Koffiefontein Campus
REQUIREMENTS : ABET/Standard 8/Gr 10. Recommendations: Ability to interact with other officials in a professional manner. Knowledgeable in health and hygiene processes. Knowledge of storage requirements as well as facilities. Knowledge of gardening and operating of equipment. Good verbal and written communication skills Planning and organising skills.
- DUTIES** : Maintain premises and surroundings by cleaning the premises and surroundings. Maintain the garden by watering the garden, pruning and trimming of flowers and trees and mowing the grass. Removing the weeds and garden refuse. Maintain gardening equipment and tools by detecting and reporting malfunctioning equipment tools. Repair minor defects of equipment and tools.
- ENQUIRIES** : Mr MD Mokhobo Tel No: 051 4069300
APPLICATIONS : All applications should be mailed to: Deputy Principal Corporate Services. Motheo TVET College, Private Bag X20509, Bloemfontein 9300 or hand delivered at Motheo TVET College, Corner St George and Aliwal Streets. No faxed or emailed applications will be accepted.
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disabilities are encouraged to apply. Foreign qualifications must be accompanied by a SAQA evaluation report (only when shortlisted). Immigrants should apply for work permits before assumption of duty. Successful candidates will be subjected to security screening. And may be required to work at other places as may reasonably be required by the College. Motheo TVET College reserves the right to withdraw the mentioned advert. Please consider your application as unsuccessful should you not be contacted within 3 months from the closing date.

CLOSING DATE

: 28 October 2022