

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(GAUTENG CENTRAL OFFICE COLLEGE)**

***The Gauteng CET College is committed in providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate the process successfully, an indication of race, gender and disability status is required. Women and people with disability are advised to apply***

- APPLICATION** : All applications must be forwarded to: Postal Address: P O Box 4137, Southgate 2082 or hand delivered at Head office: Block D, 2<sup>nd</sup> floor Crownwood Office Park, 100 Northern Parkway, Ormonde 2091 or email to [hr@gcetc.edu.za](mailto:hr@gcetc.edu.za)
- FOR ATTENTION** : Ms. IS Maisane, Human Resources, Tel No: 010 900 1154 or Mr M. Maboe Tel No: 010 900 1168
- CLOSING DATE** : 18 November 2022
- NOTE** : Application quoting the relevant reference number must be submitted on the new Z83 Form, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, duly signed and initialed by the applicant. Failure to fully complete, initial and sign this form will lead to disqualification of the application during the selection process. ONLY a fully completed, and recently updated comprehensive CV (with detailed previous experience) is required, Only Shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Shortlisted candidates will be subjected to personnel suitability checks (criminal record, citizenship, financial/asset records, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. Applicants who do not comply with the requirements outlined below, will not be considered. Applications received after the closing date will not be considered.
- ERRATUM: DEPARTMENT OF HIGHER EDUCATION (ORBIT TVET COLLEGE):** Kindly note that the following three (3) posts were advertised in Public Service Vacancy Circular 41 dated 28 October 2022. The Facilitator – Centre of Specialisation - Diesel Mechanic Trade Ref No: (ORB16/2020) and Facilitator Centre for Entrepreneurship Technical Manager Ref No: (ORB06/2021) posts are based in Technical and Vocational Education and Training (TVET) College - Mankwe Campus. The duties for IT Technician Ref No: (ORB18/2020) are corrected as follows: Diagnose specific software related problems, interacting with vendors/consultant on corrective measures/applicability of suggested solutions. Install and configure set-up commands, test and solve logs and conduct analysis and evaluation on the functionality of application software. Set up, install and test new units prior to handover and monitoring functionality in the live environment. Maintain data dictionaries/ directories and control the distribution and retention of data on various storage devices. Receive and prioritise end user support calls and requests. Troubleshoot less complex problems with remote and local users on line, telephonically and/or by visiting user sites to analyse, diagnose and resolve application and operating system related problems. Provide guidance to new users with start-up/log-on procedures and/or sequences, tools and capabilities of associated packages. Create short cuts to facilitate easy access to commonly used applications and/or set up fields and formats for reporting purposes. Administer the WAN and LAN networks. Monitor and administer the usage of the internet. Update the IT asset register. Maintain records of licences permitting the use of specific software. Perform system backup. Implement appropriate security measures to safeguard data and restrict access appropriately. Audit web sites and applications to ensure that standards are met; security measures are in place and determine and address the impact of new requirements and programming changes required. Design, develop and maintain web applications (e.g. data modelling, coding, integration, testing, debugging, maintenance, documentation code libraries and reporting. The closing date remains 18 November 2022.

## OTHER POSTS

- POST 42/45** : **COLLEGE COUNCIL SECRETARY REF NO: GCETC /2022/10/01**  
Directorate: Corporate services  
(12 months contract)
- SALARY** : R261 372 per annum (Level 07), plus 37% in lieu of benefits  
**CENTRE** : Central office (Ormonde)  
**REQUIREMENTS** : Qualifications and experience. Diploma/Degree in Public Management or Office Management or equivalent qualification; Minimum of 3 years' experience in secretarial function or similar role. A valid driver's license is a requirement. Basic Financial Management qualification/ experience will be an added advantage. Competencies: Good listening and writing skills; good interpersonal relations and customer orientation; organizing and planning skills, Attention to detail; knowledge of the Higher Education and Training communication protocols. Attributes: Professional, discreet, maintaining high levels of confidentiality; assertive, good organizer with sound judgement and decision-making skills. Ability to work under pressure. Experience leading a diverse group of people, Positive attitude.
- DUTIES** : Managing logistics for College Council meetings and its sub-committees. Managing the interface between the Council and College management and between stakeholders and the Council; providing secretarial functions for the Council and its sub-committees; providing advice and guidance on relevant policy gaps; Assisting with drafting of Charters, Terms of Reference, Policy documents on governance. Ensure that corporate governance best practices are adopted by the College; Ensure members of Council are informed of scheduled meetings ahead of time; Assists the chairperson to prepare the agenda; Distributes the meeting minutes, agenda, and any supporting correspondence; Ensure that minutes are taken at the meetings and distributed to members; Keep all records of council and sub committees, including the Constitution, vacancies, standing orders, reports, minutes, contracts, code of practice and any other formal correspondence. Update the College resolution register. Track actions and make follow-ups from Council meetings and update the Action list. Organize Council end of term functions. Comply with the council's constitution. Comply with the council's code of practice. Meet the department's requirements for screening, training, and induction. Provide secretarial function on the Academic Board meetings. Provide secretarial functions in EXCO meetings. Ensure that Council claims are processed on time.
- ENQUIRIES** : Ms I.S Maisane Tel No: 010 900 1154 or Mr M. Maboe Tel No: 010 900 1168
- POST 42/46** : **LABOUR RALATIONS OFFICER REF NO: GCETC /2022/10/02**  
Directorate: Corporate services  
(12 months contract)
- SALARY** : R261 372 per annum (Level 07), plus 37% in lieu of benefits  
**CENTRE** : Central office (Ormonde)  
**REQUIREMENTS** : Applicants must be in a possession of a Diploma or Degree in Labour Law/ Labour Relations/ Human Resource Management with a minimum of 3 years' experience in Labour Relations. A valid driver's licence. Thorough knowledge of Labour Law/Labour Relations relating to the Public Services, Ability to communicate ideas and issues in a tactful, influential manner, verbally in writing, formally and informally. Knowledge and ability to interpret directives and guidelines on labour relations, research skills, organising and management skills, Sound knowledge of Human Resource Management with emphasis on Staff Relations In-depth knowledge of Legislative Prescripts, Computer Literacy – Ms. Office (Word, Excel, Outlook & PowerPoint, PERSAL system, a range of work procedures such as Finance, HR matters, Safety, Labour matters. Administration procedures relating to specific working environment including norms and standards. Solving and decision-making. Relationship and maintaining discipline. Conflict resolution, good verbal communication and report writing skills.
- DUTIES** : Key Performance Areas amongst others; Investigate allegations of misconduct and grievance cases. Write misconduct and grievance reports. Be able to draft charge sheets, prepare witnesses and represent the employer in disciplinary and grievance hearings. Serve as an Initiator during disciplinary hearings. Advise management on labour relations issues. Analyse trends on misconduct,

grievances and provide training. Identify labour relations training needs for managers, supervisors and employees in the and provide training. Maintain and promote sound labour peace within the Institution. Facilitate bilateral and multilateral meetings between management and organized labour. Assist College with preparation of disputes cases. Prepare and submit accurate statistics reports to management. Ensure the adherence to the Labour Relations Act, Basic Conditions of Employment Act and other relevant legislative prescripts and collective agreements.

**ENQUIRIES**

: Ms I.S Maisane Tel No: 010 900 1154 or Mr M. Maboe Tel No: 010 900 1168