

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Free State Community Education and Training (CET) College)**

<u>APPLICATIONS</u>	:	Submitted via post or hand delivery to: Free State CET College, 86 Kellner Street, Westdene, Bloemfontein, 9300.
<u>FOR ATTENTION</u>	:	Mr GT Mothate
<u>CLOSING DATE</u>	:	25 November 2022 at 16:00
<u>NOTE</u>	:	The Application must include only completed and signed new form Z83, obtainable from any Public Service Department of on the internet at www.dpsa.gov.za and a detailed Curriculum Vitae. Certified copies of Identity Documents, Senior Certificate and the highest qualification as well as driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date. The old Z83 form will result in disqualification. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date will not be considered. The Free State CET College has the right to appoint and withdraw the posts.

OTHER POSTS

<u>POST 43/51</u>	:	<u>SENIOR RISK, FRAUD, ETHICS AND INTEGRITY MANAGEMENT OFFICER REF NO: FSCETC 01/08/2022</u>
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<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Free State CET College (Bloemfontein)
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) /B.Com degree in Risk Management/Internal Audit or equivalent qualification. Minimum of 5 years' experience in Risk Management or related field. Minimum of 2 years in supervisory experience. Valid driver's license. Computer literacy. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Planning and organizing. Financial management. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. People management.

<u>DUTIES</u>	:	Facilitate the provision of risk management services. Identify risks at the College. Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. Provide Risk Management Report to College management and Risk Management Committee on quarterly basis. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Facilitate the provision of fraud and anticorruption services. Facilitate the development and maintenance of internal anti-corruption system. Facilitate the Fraud/Corruption risk assessments. Conduct investigations on allegations of corruption. Facilitate the provision of ethics and integrity management services. Facilitate the promotion of the implementation of code of conduct e.g. remunerative work & gift register. Facilitate the promotion of financial disclosure system. Facilitate training, workshops and awareness on risk, fraud, ethics and integrity management. Render staff supervision / management. Ensure completion of performance agreements by all employees in the unit.
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<u>ENQUIRIES</u>	:	Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za
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<u>POST 43/52</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF NO: FSCETC 02/08/2022</u>
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<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Free State CET College (Bloemfontein)
<u>REQUIREMENTS</u>	:	A recognised Degree or three- year (3) National Diploma (NQF level 6) in Labour Relations, Employment Relations/Human Resource Management or equivalent qualification. A post graduate qualification in Labour Relations. Minimum of 5 years Labour Relations experience in Public Service environment and a minimum of 2 years supervisory experience. Possession of Driver's License is a requirement. Computer literacy. Sound knowledge of PERSAL system. Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Public Services legislations and policies related to Human Resource Management (HRM). Knowledge of

implementing PSCBC and GPSSBC resolutions. Knowledge and understanding of bargaining process, grievance and dispute resolutions process. Sound knowledge of Labour Relation statutes. Knowledge and understanding of the Post School Education sector (PSET and CET). Demonstrate competency in acting independently, professionally, accountable and with credibility. Good communication skills, strong interpersonal skills and ability to work under pressure. It will be compulsory to write practical computer assessment.

DUTIES : Ensure promotion of sound Labour Relations in the College. Providing advice on Labour relations matters. Participate and provide inputs in the development and implementation of Labour relations policies and manuals. Assist in conducting workshops on Labour matters. Administer and investigate grievances and disputes cases in the College. Follow proper procedure when handling grievance and dispute. Compile investigation reports. Communicate the findings of the investigation to the aggrieved. Draft submissions to request a mandate from the senior management to defend or settle a dispute declared against the college. Represent the employer during conciliation and arbitration. Administer and investigate misconduct cases in the College. Investigate and scrutinize reports if there are any allegations of misconduct. Formulate charges and serve a notice of the disciplinary hearing. Represent the employer in the disciplinary hearing. Communicate the outcome of the disciplinary hearing to the alleged employee. Arrange logistics regarding the disciplinary hearing. Participate in collective bargaining Forum activities. Check all dispute referrals and advice management on them and verify whether the bargaining council has jurisdiction on the matter. Arrange Labour Forum meeting and draft minutes thereof. Maintaining of stakeholder relations between the employer and the employee. Issue correspondence related to Labour relations activities such as notice of disciplinary hearing. Ensure compliance with policies. Form part of negotiations and consultation with trade unions or organized Labour. Promote sound labour relations, equity and diversity. Update and maintain database on grievances, disputes, misconducts and appeals. Draft and issue statistical information relating to code of conduct and update database. Capturing of cases on Labour Relations cases on PERSAL system for reporting purposes. Monitoring, managing and reporting of Industrial action/ strike. Management of resources of the Labour Relations Unit in the College. Render staff supervision/management. Ensure completion of performance agreements by all employees in the unit.

ENQUIRIES : Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za

POST 43/53 : **SENIOR INTERNAL AUDIT AND QUALITY MANAGEMENT OFFICER REF NO: FSCETC 03/08/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Free State CET College (Bloemfontein)
REQUIREMENTS : Recognised three-year National Diploma/Degree in Internal Auditing/Accounting or relevant qualification. Minimum of 5 years' experience in Quality Management System and Internal Auditing. Minimum of 2 years supervisory experience. Valid driver's license. Registered member with Institute of Internal Auditors (IIA SA). Certified Internal Audit (CIA)/ Internal Audit Technician (IAT)/ Government Internal Audit (GIA) will be added as an advantage. Knowledge of policies and governance environment. 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 relevant legislation: CET Act, ISO standards, Quality Management System etc. Knowledge and understanding of Quality Management System reporting process and procedures. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and Public Service Regulations. Administrative, Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing and people management. Client service focus, Integrity, Committed, Proactive and loyal.

DUTIES : Participate in the development of strategic internal audit plans, methodologies, policies and procedures. Render Internal Audits services to the College. Action the developed internal audit scope, criteria, roles and responsibilities, audit schedule and relevant tools for future internal audits. Conduct Internal Audit.

Raise non-conformances and list recommendations. Generate audit reports. Submit audit reports to the Internal Auditor. Distribute final audit report to the Principal, Departmental Managers and Centre Managers where appropriate, for further action. Raise non-conformances during the internal audit and inform all process owners to closeout all pending non-conformances before or on due date. Conduct customer satisfaction surveys for the College. Distribute Survey Questionnaires. Collect and Analyse data surveys. Compile survey report. Distribute survey report and discuss the way forward. Schedule and conduct management reviews for the College. Prepare required data for management reviews. Distribute feedback to top management on the effectiveness of the quality management system and the need for improvement as per management reviews minutes. Ensure that process owners execute the recommendations to promote systematic continuous improvement. Assist in preparing and conducting SABS Certification Audits for the College. Prepare centres and departments at central office for certification audits. Provide administrative duties and adhere to policies. Compile and submit reports on QMS and Internal Audit to the Principal. Maintain and update all databases for QMS interventions. Ensure proper use of all official resources in-line with departmental policies and prescripts. Ensure that all role players and managers are aware and understand regulatory compliance requirements. Render staff supervision/management. Ensure completion of performance agreements by all employees in the unit. Review, collate information and compile reports for senior management, Audit and Risk committee (ARC). Keep up to date with new developments in the internal audit environment. Compile monthly, quarterly and annual reports against the audit plan and risk register.

- ENQUIRIES** : Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za
- POST 43/54** : **SENIOR IT TECHNICIAN: INFORMATION TECHNOLOGY AND COMMUNICATION REF NO: FSCETC 04/08/2022**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum (Level 08)
 : Free State CET College (Bloemfontein)
 : An appropriate Degree or National Diploma in Information Technology (IT)/Computer Science or equivalent. Minimum of 5 years' experience in an IT environment. Practical 2 years' experience in software, hardware installation and configuration of mainframe applications. Server administration, IT Hardware and Software Understanding of Desktop, Networking and Voice Communication infrastructure. Program Installations. Valid driver's license. Understanding of IT Help Desk operation. Full comprehension of IT first and second line of IT support. BAS (Desktop), PERSAL (Desktop), MIS Systems and any related Systems (Desktop). Valid Driver's license. Added Advantage: A+, ITIL v3 Foundation. Time management, problem solving, and results oriented. Good interpersonal skills and attention to details; Ability to prioritize. Supervision. Accountability.
- DUTIES** : Assist in management of Service Desk and Desktop support function services for the College and Centres. Setup user account on desktop and laptop (mailbox, windows and mac book). 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 on 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. Perform installation, configuration, testing and upgrade tasks that may require some research and analysis. Provide telephonic support. Prove network cabling. Perform PC installations and software installation. Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones Configuring mainframe applications (BAS, PERSAL & any other system). Troubleshooting of all issues reported. 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 users' issues in ICT and provide solutions. Provide assistance on ICT related project activities.
- ENQUIRIES** : Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za

<u>POST 43/55</u>	:	<u>SENIOR EXAMINATION OFFICER REF NO: FSCETC 05/08/2022</u>
<u>SALARY</u>	:	R321 543 per annum (Level 08)
<u>CENTRE</u>	:	Free State CET College (Bloemfontein)
<u>REQUIREMENTS</u>	:	A recognised National Diploma/Degree in Education. Minimum of 5 years in the examination services/Teaching and Learning environment/related field. Valid driver's license. Advanced experience in interpretation, development and implementation of policies. Knowledge of the CET sector and its regulatory and legislative framework. Knowledge of the Public CET sector and its regulatory and legislative framework. Knowledge and understanding of the Post School sector. Knowledge and understanding of different MIS systems. Knowledge of National policy relevant to Examination, Umalusi and QCTO. Administrative, planning, organising, financial management, report writing, communication, interpersonal, problem solving, computer literacy, analytical, client oriented, project management, team leadership and people management. Client service focus, integrity, committed, proactive, loyal and ethics. It will be compulsory to write practical computer assessment.
<u>DUTIES</u>	:	Coordinate internal and external examination assessment in the College and Learning Sites. Check exam venues (seating plan, direction to exam venue, instruction to student and other related duties as per exam manual). Apply concessions for students with disabilities prior examination sitting. Ensure that the College complies with examination policies, processes and procedures. Ensure that chief invigilators, invigilators and student comply with examination policy and regulations. Safe keep of question papers and distribute accordingly. Implement the internal Assessment including Site Based Assessment (SBA) Monitoring and Moderation. Implement College Examination Policy and Terms of References (TOR) for Examination related functions. Submit examination data to DHET. Arrange meetings before and after exams to discuss irregularity experience and assist in developing strategies. Coordinate the training of Chief Invigilators, Markers and Data Capturers. Prepare logistical arrangement for training (materials, equipment, transport, refreshments and venue). Assist with the coordination of the appointment of Chief Invigilators, Moderators, Monitors and Examination Officers, etc. Coordinate the establishment of the examination and Irregularity Committee. Serve as Secretariat and draft reports of the Committee. Coordinate the control and issuing of the certificates. Issue certificate, application form and quality assurance on submitted data. Process and submit all certificate applications, keep record and handle enquiries. Track outstanding certificate applications and Statement of results. Provide administration support to the central examination unit. Communicate exam timetables to the Community and Satellite Learning Centres. Manage all human, financial and other resources in the unit. Render staff supervision/management. Ensure completion of performance agreements by all employees in the unit.
<u>ENQUIRIES</u>	:	Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za
<u>POST 43/56</u>	:	<u>STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: FSCETC 06/08/2022</u>
<u>SALARY</u>	:	R261 372 per annum (Level 07)
<u>CENTRE</u>	:	Free State CET College (Bloemfontein)
<u>REQUIREMENTS</u>	:	Relevant Bachelor's Degree/Diploma in Accounting/Financial Management/Cost and Management Accounting. A minimum of 2-3 years experience in budgeting and financial environment. Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/financial transactions. Knowledge of BAS, PERSAL and any financial management systems. Computer literate. Valid driver's license. Competencies and Attributes: Knowledge of the Public Finance Management Act, CET Act, Treasury Regulations and College finance policies. Service delivery and client orientation. Problem solving and decision making. Facilitation, presentation and communication skills. Plan, organize, lead and control. Project management. Conflict management. Time management. Confidentiality. Coaching and mentoring. Ability to work under pressure.
<u>DUTIES</u>	:	Supervision and coordination of the annual budgeting process. Perform budget control and expenditure analysis. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed and recommend corrective action where required. Monitoring of expenditure trends and

reconciliation against budget and cash flow projections. Perform BAS/PERSAL reconciliation and financial declaration. Provide support in terms of accounts control. Gather and summarize financial data and compile financial and non-financial reports. Monitor tax administration and reconciliation. Management of human, physical and financial resources. Monitoring of irregular and wasteful expenditure and ensure that measures are in place to prevent such. Compile college monthly asset register. Render an office support service to the College. Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za

ENQUIRIES

POST 43/57

SUPPLY CHAIN ADMIN OFFICER REF NO: FSCETC 07/08/2022

SALARY
CENTRE
REQUIREMENTS

R261 372 per annum (Level 07)
Free State CET College (Bloemfontein)
Recognised National Diploma/Degree in Accounting specializing in Supply Chain Management. Minimum of 3 years experience in Supply Chain and Asset Management. Knowledge of financial management system and asset management. Basic knowledge of financial functions, practices as well as the ability to capture data, collate financial statistics. Extensive knowledge about Internal Audit Environment. Sound knowledge of the Public Service financial legislations, procedures, and treasury regulations (PFMA, PPPFA, Financial Manual, supply chain management policies and GRAP 17 standard). Analytical and strong organizations skills, with excellent verbal and written communication skills. Customer focus and responsiveness. Good Computer skills such as MS Word, Excel, MS Office suite and Outlook. Valid driver's license is required. Be reliable and determined.

DUTIES

Perform bidding administration function for the College bid committee. Perform procurement of goods and services function through effective and efficient demand management services. Assist in the provision of an effective contract management service to the College. Provide logistical and disposal services. Provide asset management service to the College. Management of human, financial and other resources of the unit.

ENQUIRIES

Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za

POST 43/58

ADMINISTRATION CLERK REF NO: FSCETC 08/08/2022 (X2 POSTS)

SALARY
CENTRE
REQUIREMENTS

R176 310 per annum (Level 05)
Free State CET College (Bloemfontein)
Appropriate National Diploma (NQF 6)/Degree in Office Administration. Minimum two (2) years' experience in administration. Experience in CET environment will be an added advantage. Computer Literate. Valid driver's license. Sound knowledge of legislative framework governing the Public Service and CET Colleges. Knowledge of the Management of Information System and annual reporting requirements. Clerical duties, ability to capture data and collecting statistics. Knowledge of procedures in terms of the working environment. Skills: Planning and organising, good verbal and written communication.

DUTIES

Rendering general clerical support services. Providing supply chain clerical support services within the component. Providing personnel administration clerical support services within the component. Providing financial administration support services in the component. Capture data from available records into the required formats e.g., systems, databases, table and spreadsheet. Verify query missing data and errors observed during data entry. Review and validate all data from the records. Submit data. Make regular backups of data. Keep and maintain records and files. Provide information to components. To provide Management Information System (MIS) services in the entire college. Provide administration of all academic and student related system programmes, courses and qualification.

ENQUIRIES

Mr G.T Mothate Tel No: 051 250 4021. Email: GMothate@fs.cetc.edu.za

POST 43/59

GROUNDSMAN REF NO: FSCETC 09/08/2022

SALARY
CENTRE
REQUIREMENTS

R104 073 per annum (Level 02)
Free State CET College (Welkom – Letjhabile Community Learning Centre)
Minimum of Grade 10/Standard 8/ABET Level 4/ GETC. 1 year experience in cleaning/gardening in the public institutions. Knowledge of repetitive tasks. Knowledge of auxiliary services. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene and safety. Storage

requirement. Reading and operating equipment and machinery. Communication (verbal and written). People management. Office management and administration. Analytical. Computer literacy. Problem-solving. Planning and organizing. Disciplined.

DUTIES

: Maintain premises and surroundings. Clean premises and surroundings. Empty dirt bins. Watering the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools. Detect and report malfunctioning of gardening equipment and tools. Identify and manage health hazards. Repair minor defects of gardening equipment and tools. Movement of furniture and equipment.

ENQUIRIES

: Mr G.T Mothate Tel No: 051 250 4021 Email: GMothate@fs.cetc.edu.za