

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Elangeni TVET College)
(Ingwe TVET College)**

OTHER POSTS

POST 44/138 : **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT
(OCCUPATIONAL PROGRAMMES) REF NO: HRM 134/2022**

SALARY : R491 403 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, NQF 6 Diploma in ODETDP 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, 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 : 02 December 2022 at 13H00

POST 44/139 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: HRM 135/2022**

SALARY : R393 711 per annum (Level 09)
CENTRE : Elangeni TVET College, Central Office
REQUIREMENTS : Recognised National Diploma (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.
- ENQUIRIES 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** : 02 December 2022 at 13H00
- POST 44/140** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: HRM 136/2022**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
: Elangeni TVET College, Central Office
: 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.
- DUTIES** : 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.
- ENQUIRIES 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** : 02 December 2022 at 13H00
- POST 44/141** : **ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY MANAGEMENT SYSTEM REF NO: HRM 137/2022**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
 : Elangeni TVET College, Central Office
 : Appropriate National Diploma NQF 6 in Internal Audit or related qualification.3-5 years' experience in Internal Audit. Experience in the development of policies/implementation strategies. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Internal Audit environment. Must have a valid driver's licence.
- DUTIES** : The preparation and execution of the internal audit plan. Conduct pre-engagement meetings with College management prior to commencement of the audits. Obtain College managements approval of the audit scope prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per the annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents. The provision of secretarial support services to the audit committee Conduct research on best practices and application of standards. Distribution and collection of audit client's surveys for services rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are supported by the required audit evidence.Ensure that processes needed for quality management systems are established, implemented and maintained Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, reevaluated and that records of this assessment are maintained. Management of staff development Render management service to the staff. Ensure completion of performance agreements by all employees in the unit; Supervision of staff.
- ENQUIRIES 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** : 02 December 2022 at 13H00
- POST 44/142** : **ASSET CLERK: ADMIN CENTRE REF NO: 2022/11/01 (X1 POST)**
- SALARY** : R181 599 per annum (Level 05)
- CENTRE** : Ingwe TVET College, Central Office
- REQUIREMENTS** : Senior Certificate or equivalent. Appropriate Degree/ National Diploma in Accounting/ Financial Management or any finance related qualification. Must have one year experience in Asset Management. Computer literacy. Knowledge of CET, PFMA, GRAP and other Asset Management related Legislations. Excellent administrative skills, communication skills (both writing and verbal). Driver's licence will be an added advantage.
- DUTIES** : Adhere to guidelines for acquisition, maintenance, retention and disposing of fixed assets and associated records. Add controlled and capitalised assets to the fixed asset database monthly or as needed. Affix inventory tags to designed asset equipment. Enter asset repair costs and utilization information to assist in replacement planning decision. Perform asset verification and spot checks. Record proceeds from sale/retirement of assets and equipment. Resolve asset related queries and discrepancies. Prepare and submit regarding alleged theft and misuse of assets. Ensure that all college assets are insured and monitor all insurance claims.
- ENQUIRIES** : Ms NA Damoyi Tel No: (039) 940 2142
- APPLICATIONS** : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College.
- NOTE** : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are NOT submitting copies/attachments/certificates/Driver's licence/proof/qualifications on application only when shortlisted but MUST submit the Z83 and the detailed Curriculum Vitae, Certified Copies of qualifications and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the

Department's intention to promote equity (race, gender, and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 15 December 2022 at 16:30
- POST 44/143** : **FINANCE CLERK: FINANCE: ADMIN CENTRE REF NO: 2022/11/02 (X1 POST)**
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Ingwe TVET College, Central Office
REQUIREMENTS : Senior Certificate or equivalent. Appropriate National Diploma (NQF level 6) in Financial Management/ Accounting or equivalent in financial related field. Must have one year in the experience financial environment. Advance computer skills. Knowledge of Sage Pastel accounting system, Pastel Payroll & ITS will be an added advantage.
- DUTIES** : Capturing of daily transactions on the accounting system. Maintaining and managing of supporting documentation of all transactions. Preparing bank reconciliation and payroll reconciliations. Processing payments of suppliers within the legislated timeframes. Payment of staff claims timeously.
- ENQUIRIES** : Ms NA Damoyi Tel No: (039) 940 2142
APPLICATIONS : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College.
- NOTE** : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are NOT submitting copies/attachments/certificates/Driver's licence/proof/qualifications on application only when shortlisted but MUST submit the Z83 and the detailed Curriculum Vitae, Certified Copies of qualifications and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.
- CLOSING DATE** : 15 December 2022 at 16:30

POST 44/144 : **SECRETARY: DEPUTY PRINCIPAL CORPORATE SERVICES: ADMIN CENTRE REF NO: 2022/11/03 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R181 599 per annum (Level 05)
 : Ingwe TVET College, Central Office
 : Senior Certificate or equivalent. Appropriate N6 Certificate in Management Assistant with a valid proof of 18 months in – service training or a National Diploma in Management assistant/Office Administration. Computer with good typing skills, proficiency in MSWord and PowerPoint, E-mails and internet are essential, Sound knowledge on organizational relevant experience, A reliable and honest person with consumer skills, good telephone etiquette, Driver's licence will be an added advantage.

DUTIES : Render receptionist services in the office of the Deputy Principal Corporate Services, Typing all correspondence required by the office of the Deputy Principal, Coordinate administration and secretarial duties required by the Deputy Principal, Filing of incoming & outgoing correspondences, Taking minutes of the meetings for the section as and when is required, Prepare all payment for the office of the Deputy Principal Corporate Services, Perform any other administrative duties that will be assigned by the office of Deputy Principal Corporate Services, Compile sectional reports and invitation of the meetings.

ENQUIRIES APPLICATIONS : Ms NA Damoyi Tel No: (039) 940 2142
 : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College.

NOTE : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83. Applicants are NOT submitting copies/attachments/certificates/Driver's licence/proof/qualifications on application only when shortlisted but MUST submit the Z83 and the detailed Curriculum Vitae, Certified Copies of qualifications and other relevant documents will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

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