

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**(KwaZulu Natal CET College)**  
**(Mnambithi TVET College)**  
**(Goldfields TVET College)**  
**(Thekwini TVET College)**  
**(Umfolozu TVET College)**  
**(Coastal KZN TVET)**

**OTHER POSTS**

<b><u>POST 07/68</u></b>	:	<b><u>ASSISTANT DIRECTOR STUDENT REGISTRATION SERVICES REF NO: CAO 01 /2023</u></b>
<b><u>SALARY</u></b>	:	R491 403 per annum (Level 10), plus benefits
<b><u>CENTRE</u></b>	:	Central Admin Office (Coastal KZN TVET College)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Senior Certificate/Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6) in Business Administration, Public Administration or related qualification plus at least 3-5 years' relevant supervisory experience in the Administration in student registration services environment or relevant field, computer literacy and a valid driver's license. Recommendations: Experience in the post schooling education and training (PSET) sector will be an added advantage, extensive experience in any or all of the following general management spheres: registry, strategy and support management. Willingness to work irregular hours and travel extensively. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Skills: Proven report writing and presentation skills in the public sector and its legislative framework, good communication skills and people empowerment, planning and execution, proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. Leadership skill.
<b><u>DUTIES</u></b>	:	Manage the administration of the overall student registration. Develop review and monitor the implementation of policies and procedures in relation to student registration, admission, scheduling, and records. Provide workshops on the implementation of policies and procedures in relation to student registration, admission, scheduling, and records. Develop marketing strategies to attract new potential students. Manage student registration and ensure proper procedures are followed. Develop and review the registration document for accuracy. Manage the database for new graduates and alumni in the job market. Ensure provisioning of pre-entry support services to students during the registration process in relation to (financial aid, bursaries, and student accommodation). Provide guidance and testing of students with regard to the choice of and placement within programmes. Maintain and update database of students enrolled within programmes. Ensure that student orientation is conducted in the college and campuses. Ensure that learner's information is captured on ITS. Oversee the provision of student financial aid and bursary services support. Ensure that the TVET Bursary Scheme is administered strictly according to the bursary rules and guidelines. Coordinate and chair the financial aid committee meeting and facilitate the awarding of approved college financial assistance programme. Verify compiled data on bursary statistics. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required. Identify potential sponsors in recognising academic achievement. Manage the administration student learning material. Oversee issuing and collection of textbooks and learning materials. Ensure textbooks are well maintained. Manage the coordination of career exhibition services. Market college programmes at schools, exhibition and during open days at college Management of all Human, Financial and resources of the unit.
<b><u>ENQUIRIES</u></b>	:	RK Ramdev HR Unit Tel No: (031) 905 7000
<b><u>APPLICATIONS</u></b>	:	Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or hand deliver to 50051 Mfundu Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

- NOTE** : Direction To Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. 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 may 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 60 days of the closing date should consider their application unsuccessful.
- CLOSING DATE** : 10 March 2023
- POST 07/69** : **ASSISTANT DIRECTOR CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: CAO 02 /2023**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10), plus benefits  
: Central Admin Office (Coastal KZN TVET College)  
: Grade 12/Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6) / Bachelor's Degree in Office Management and Technology/ teaching qualifications or related qualification plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver's license. Knowledge of Public Service Act. Knowledge of the TVET Act; Computer literacy. Leadership and management skills, project management skills, and communication, inclusive of presentation skills. Ability to work independently as well as in a team. Planning, organizing, leading, and control skills. Research, report writing and presentation.
- DUTIES** : Planning, Managing and Monitoring of programmes: To plan for implementation of learnerships and short programme. To manage all administration of the programs that are currently running. To monitor progress of the programmes and do site visits where necessary. Establishment of partnerships: To establish more partnerships with public and private sector to get more funding for learnerships and short skills programme. To establish partnerships for work placements of learners who are doing learnerships to be able to do their practicals. To sustain partnership that are already in existence with the College Programme accreditation with all Seta's. 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 Budget Control. To be responsible for the Sectional budget on payment of training providers, facilitators and learner stipends Purchase of stationery, PPE's and work equipment Risk Management and Reporting: To identify risks that may affect smooth running of the Unit like drop outs of learners on learnerships which is mostly caused by non-payment of stipends. To submit monthly reports to BMM and quarterly reports to funders.
- ENQUIRIES APPLICATIONS** : RK Ramdev HR Unit Tel No: (031) 905 7000  
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**CLOSING DATE** : 10 March 2023

**POST 07/70** : **ASSISTANT DIRECTOR LINKAGES AND PARTNERSHIPS REF NO: CAO 03/2023**

**SALARY CENTRE REQUIREMENTS** : R491 403 per annum (Level 10), plus benefits  
 : Central Admin Office (Coastal KZN TVET College)  
 : Grade 12/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6) / Bachelor's Degree in Project Management / Marketing or related qualification plus at least 3 to 5 years' supervisory experience in a Project Management/ Business Development and computer literacy and a valid driver's license. Recommendations: Knowledge and experience in building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes, knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks, Business planning, Visibility analysis, Knowledge and understanding of administration reporting process and procedures. Skills: Negotiation, Presentation, Academic Process and moderation procedures, Administrative Planning and organizing, Financial Management, Report Writing, Communication and interpersonal, Problem solving, Computer Literacy, Analytical, Client orientated, Project management, Team Leadership, Planning and organizing, People management.

**DUTIES** : Partnership Management. Build a database of local business and other linkages. Participate in business forums and identify project opportunities. Develop project proposals and plans for joint initiatives. Facilitate handover with the College managers. Form partnership with industry and relevant stakeholders. Business opportunities scanning, identify opportunities for College, income generation. Establish work environment simulation potential. Provide market needs business case rationale for all opportunities. Identify appropriate partner or service provider. Coordinate the submission of tenders and funding proposals. Provide information and reports on programmes, funding and partnership to DHET and other stakeholders Local and Provincial government relations. Develop and update schedule of local government projects and opportunities. Identify College synergies potential contribution to provincial departments. Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with College core business. Conduct visibility studies for all new and proposed projects. Develop the project and budget. Partner with relevant research organisations. Negotiate and sign service level agreements and or contracts with clients. Provide training and support to LPU and campus staff members on SETA and

contractual compliance matters. Coordinate accreditation and application for new programme approvals. Handover the project to the relevant campus or occupational manager. Oversee and maintain student work placement and Work Integrated Learning (WIL). Ensure that the TVET college student placement and WIL policy is in place and adhered to. Analyse the job market, identify scarce skills and match available opportunities with college programme mix. Ensure that an effective system is in place to assist learners to find job placement. Identify potential partners and networks to benefit and support existing graduates. Negotiate the employment opportunities with the employers and promote ex-graduate for vacancies. Ensure that they attend the strategic meeting with SETA to negotiate graduate's placement and facilitate the signatory of Memorandum of Understandings (MO U's). Oversee SETA discretionary grant applications. Oversee the implementation of Workplace Base Exposure. Submission of quarterly monitoring and evaluation data Management of all Human, Financial and other resources of the unit.

**ENQUIRIES  
APPLICATIONS**

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**CLOSING DATE**

: 10 March 2023

**POST 07/71**

: **ASSISTANT DIRECTOR OFFICE MANAGER (OFFICE OF THE PRINCIPAL)  
REF NO: CAO 04/2023**

**SALARY  
CENTRE  
REQUIREMENTS**

: R393 711 per annum (Level 09), plus benefits  
 : Central Admin Office (Coastal KZN TVET College)  
 : Grade 12/ Senior Certificate/ Equivalent at Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Public Management / Business Management / Office Management and Technology or related qualification plus at least 3 to 5 years of relevant supervisory experience in a strategic planning and administration environment or related field. A certificate on advanced management development program will be an added advantage. Recommendations: Advanced experience in the development of policies/ implementation strategies and practical experience in Office Management and Technology or public management will be an added advantage. Knowledge of Public Service legislations and policies. Knowledge of PSET. Knowledge and understanding of the TVET/CET Administration. Understanding of the Higher Education sector. Understanding of corporate governance. Understanding Cost centre budgetary, expenditure and cash flow management, Employment Equity Act, Public Service Regulations and Public

Service Act, Labour Relations Act and any other related legislation. Skills: Planning and organizing, financial management, report writing, communication and interpersonal, problem solving, Computer literacy, analytical, client oriented, project management, team leadership, planning and organizing, people management.

**DUTIES**

: Render administrative/executive support services in the office of the Principal. Ensure effective and efficient management of the College including the management of the workflow in the office of the Principal. Conduct research and provide expert administrative advice to the Principal and other officials in the college. Quality check letters, memoranda and submissions. Oversee and monitor the budget in the office of the Principal. Co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements. Establish and implement effective records and document management systems in the office of the Principal. Follow up and collate progress reports on the implementation of the resolutions. Coordinate reports/presentations to all forums attended by the office of the Principal. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders. Maintain the calendar plan for scheduling and fixing meetings and communicate with all members of the above structures. Co-ordinate and arrange all meetings, proceedings and activities of the above structures. Provide technical support during meetings, proceedings and activities of the above structures. Compile agenda, minutes, reports and other records of the above structures. Distribution of relevant documents and supporting for meetings of above structures. Keeping a register of resolutions and supporting all relevant Council Members/Managers/Officials through continuous correspondence to remind them of what needs to be done. Ensure that approved minutes are signed off and safety kept. Prepare all presentations, speeches, reports of the Principal and Council Committees related to meetings of above structures. Provide strategic management, monitoring and evaluation services. Facilitate and co-ordinate operational and strategic planning process. Coordinate and compile strategic and operational plans. Set research agenda. Facilitate the development and implementation of service delivery improvement plans and initiatives. Facilitate, coordinate and support the implementation of priority programmes/projects. Coordinate and compile institutional performance and strategic reports. Conduct an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives. Facilitate the implementation of productivity measurement framework (measure of how efficiently and effectively inputs labour, financial resource and infrastructure) are translated into inputs (good and services).

**ENQUIRIES**

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criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful

**CLOSING DATE**

: 10 March 2023

**POST 07/72**

: **ASSISTANT DIRECTOR: FACILITIES AND RECORDS MANAGEMENT REF NO: CORP 02/2023 (X1 POST)**  
Permanent

**SALARY CENTRE**

: R393 711 per annum (Level 08)  
: Central Office (Durban: Asherville)

**REQUIREMENTS**

: Matric certificate or equivalent 3 years Tertiary qualification (REQV13) in Building Science /Architecture /Civil Engineering /Construction Management/Property Management) or relevant qualification as recognized by SAQA Basic Health and Safety Certificate 3-5 years' functional experience in Facilities and Building Management of which 2 years in supervisory level salary level 7 or 8. Knowledge and experience in SHERQ and OHS environment Valid drivers' license Computer literate and competent in Microsoft Office (Word/Excel/PowerPoint/Outlook/Teams) Good verbal and written communication skills, presentation and report writing-skills Good interpersonal, people management and team leadership skills Good Planning and organizing, financial management, presentation, report writing, problem solving, analytical, client oriented, project management skills Ability to work independently Client service focused, integrity, committed, proactive, loyal Ability to maintain a high level of confidentiality at all times.

**DUTIES**

: Plan, Coordinate the implementation of preventative maintenance plans Monitor the implementation of maintenance plan regarding machinery, tools and equipment Ensure provision of office accommodation and parking services Optimize the utilization of space in building and land. Responsible for optimal space planning and full building maintenance. Facilitate and ensure awareness workshops of policies and procedure manuals relating to facilities management. Identify potential risk hazards in the building Ensure the provision of cleaning services Ensure proper signage (Warning information signs) in and around the buildings of the institution to minimize safety risk. Ensure compliance to SHERQ and OHS Act. Develop and implement policies related to SHERQ and OHS Conduct OHS awareness programmes Assist with information regarding health and safety matters. Develop the college emergency evacuation plan Conduct safety audits in all the premises Identify potential health and safety hazards Ensure that the OHS committee is established and active Develop quality assurance and SHERQ Policies Investigate health and safety related complaints Ensure that all workshops at the College comply to statutory requirements Ensure formation/ appointments and training of safety representatives and first aiders at all College sites Reporting and coordination all the IODs Oversee fleet management Develop and implement fleet management policies Ensure and monitor the cleanliness and maintenance of vehicles Ensure control, supervision and authorization of all official usage of all College vehicles Ensure warranty management, maintenance, insurance and licensing of vehicles Ensure the monitoring of appropriate license of drivers of vehicles Ensure monitoring of logs books Ensure the monitoring of compliance with the procedures to be followed in the case an accident Ensure the monitoring of parking of the vehicles Maintain the physical security functions including key control, personnel, document and surveillance security. Development, review and monitor the implementation of security policy Ensure the provision of technical security services Responsible for security and access control at facilities Monitor and upgrade the access control system of the college Conduct preliminary theft investigation Develop and maintain as security training capacity for the college Ensure proper control procedures and monitoring of the electronic security system Ensure adherence to contractors SLA on site such as security, garden service etc. Records management Management of all Human, Financial and other resources of the unit.

**ENQUIRIES APPLICATIONS**

: Ms. Vuyiswa Madonda Tel No: 031 2508408  
: Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.

**NOTE**

: Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))),

which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE**

: 17 March 2023

**POST 07/73**

: **ASSISTANT DIRECTOR LABOUR RELATIONS REF NO: CAO 05/2023**

**SALARY**

: R393 711 per annum (Level 09), plus benefits

**CENTRE**

: Central Admin Office (Coastal KZN TVET College

**REQUIREMENTS**

: Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Labour Relations, Employment Relations and Human Resource Management or related qualification plus at least 3 to 5 years of supervisory experience in Labour Relations or Human Resource Management environment or related field, computer literacy and a valid driver's license. Recommendations: Advanced experience in interpretation, development and implementation of policies. Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL. Skills: Administrative, Planning and organizing, Financial management, report writing, Communication and interpersonal, Problem solving, computer literacy, analytical, client oriented, project management, team leadership, people management, conducting investigations, presentation skills.

**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 and ensure labour peace. Management of appeals and disputes within the prescribed timelines. Facilitate and conduct labour relations training and workshops. Ensure proper implementation of the collective bargaining council resolutions. Represent the college at Bargaining councils and the CCMA. Management of all Human, Financial and other resources of the unit.

**ENQUIRIES**

: RK Ramdev HR Unit Tel No: (031) 905 7000

**APPLICATIONS**

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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 may 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 60 days of the closing date should consider their application unsuccessful

- CLOSING DATE** : 10 March 2023
- POST 07/74** : **ASSISTANT DIRECTOR FACILITIES AND RECORDS MANAGEMENT REF NO: CAO 06/2023**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09), plus benefits  
: Central Admin Office (Coastal KZN TVET College)  
: Grade 12/NC(V) L4 certificate, plus a Diploma/Degree in Building Management/ Construction Management or related qualification. 5 years' relevant experience of which three years must be in a supervisory level in Facilities Management, SHERQ and OHS environment. Knowledge of Public Service Act and Regulations, Occupational Health and Safety Act, Immovable Asset Management Act. A knowledge of record management system. A knowledge of fleet management. A valid driver's license.
- DUTIES** : Oversee maintenance of buildings and premises; Monitor and report on infrastructure development and maintenance as well as performance in accordance with the relevant Laws and Regulations. Manage the contractors and service providers' functions by ensuring that all deliverables are met within the reasonable and agreed timelines. Compile, implement and monitor maintenance plans regarding machinery, tools and equipment. Ensure compliance to SHERQ and OHS Act. Develop and implement policies related to SHERQ and occupational health and safety. Oversee fleet management. Develop and implement fleet management policies. Ensure and monitor cleanliness and maintenance of vehicles. Ensure warranty management, maintenance, insurance and licensing of vehicles. Ensure monitoring of logs books. Ensure the monitoring of compliance with the procedures to be followed in the case of an accident. Ensure control, supervision and authorization of all official usage of all College vehicles. Ensure the monitoring of parking of the vehicles. Maintain the physical security functions including key control, personnel, document and surveillance security. Development, review and monitor the implementation of security policy. Responsible for security and access control at facilities. Ensure adherence to contractors Service Level Agreements. Conduct preliminary theft investigation. Develop and maintain as security training capacity for the college. Ensure proper control procedures and monitoring of the electronic security system. Ensure adherence to contractors SLA on site such as security, garden service etc. Records Management. Prepare monthly, quarterly and annual reports for Management and Council. Ensure formation/appointments and training of safety representatives and first aiders at all College sites. Reporting and coordination all the IOD's. Manage human, financial and other resources of the unit.
- ENQUIRIES APPLICATIONS** : RK Ramdev HR Unit Tel No: (031) 905 7000  
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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 may 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 60 days of the closing date should consider their application unsuccessful

- CLOSING DATE** : 10 March 2023
- POST 07/75** : **ASSISTANT DIRECTOR FINANCIAL ACCOUNTING SERVICES REF NO: CAO 07/2023**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09), plus benefits  
 : Central Admin Office (Coastal KZN TVET College)  
 : Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Financial Management (NQF Level 6) or related qualification. At least (3) to (5) years supervisory experience. A post graduate qualification and/or articles will be added advantage. Thorough knowledge and understanding of the public finance legislation/policies and the Continuing Education and Training (CET) Act. Knowledge, application and understanding of the PFMA and Treasury Regulations. Knowledge and understanding of the GRAP Standards. Knowledge and experience in compiling financial statements. Experience in managing a team of employees and providing leadership. Experience in risk assessment, risk mitigation and monitoring of internal controls. Negotiation and persuasion skills. Communication and interpersonal skills as well as emotional intelligence. Problem solving skills. Computer literacy. A valid driver's license is a prerequisite. Advanced analytical, client oriented, and project management skills. Willingness to work long hours.
- DUTIES** : Collection and recording of revenue – cashier, banking services and electronic payments. Monitor and review the procedures for the collection and safekeeping of all monies and compliance with the relevant prescripts. Monitor and review the receipt and collection of monies to ensure that it is in accordance with the appropriate tariffs and properly recorded. Oversee the verification of the validity and allocation of payments received via electronic transfers. Oversee the reconciliation of transactions (interface) on the payroll (PERSAL) with the accounting system (BAS). Authorises payments to third parties (employer contributions to pension funds, medical aid funds, tax contributions and reconciliations etc) outside the payroll system. Oversee verification of information for payroll certification. Oversee and reconcile payment requests with budget provisions and the availability of funds. Oversee the process to ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Oversee the compilation of interim and annual reports on conditional grants; Coordinate, review, analyse and quality assure the financial information for planning purposes. Oversee financial reporting for the college and support the Deputy Principal: Finance (CFO) with regards to the compilation of Annual Financial Statements and Monthly Reports. Review monthly reconciliations and perform financial reporting duties to internal and external parties. Support the Executive Management with the compilation of quarterly reports to the Finance Committee and Council. Monitor the internal controls in the Finance Division and ensure adherence to controls throughout the college. Liaise with internal and external auditors and provide access to documentation. Provide training and workshops across campuses on internal controls. Provide financial ratio analysis and guide the CFO on what needs to be improved in order to promote a self-sustainable college. Assist the CFO in ensuring self-sustainability, proper accounting records and daily accounting discipline among staff. Ensure effective supervision of staff for efficient financial accounting services.
- ENQUIRIES APPLICATIONS** : RK Ramdev HR Unit Tel No: (031) 905 7000  
 : Quoting the relevant reference number, direct your application to: The Acting Principal, Coastal KZN TVET College, P O Box 1795, Amanzimtoti, 4126 or

**NOTE**

hand deliver to 50051 Mfundi Mngadi Drive, KwaMakhutha, (Mon-Fri 07:30 – 16:00)

: Direction To Candidates: Applications must be submitted on the new prescribed Z83 form obtainable from any Public Service department and must be fully completed, dated and signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 form as well as a recent, comprehensive Curriculum Vitae. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the fully completed and signed Z83 form and detailed curriculum vitae. Communication regarding certified copies of Qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore, only shortlisted candidates will be required to submit certified documents on or before the day of the interview, following a communication from the College Human Resources Management Administration Unit. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. 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 may 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 60 days of the closing date should consider their application unsuccessful.

**CLOSING DATE**

: 10 March 2023

**POST 07/76**

: **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY (ICT) REF NO: GC2023/03**  
(Permanent)

**SALARY CENTRE REQUIREMENTS**

: R393 711 per annum, plus benefits  
: Goldfields TVET College  
: Recognized National Diploma (NQF 6) in Information Technology or related qualification and at least 3 to 5 years working experience in IT environment and a valid driver's license. Recommendations: Knowledge of computer and hardware. Software and programmes. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Corporate ICT principles. Knowledge and understanding of the monitoring of performance management system. Knowledge and understanding of the ICT policies and relevant legislation. The following skills will also be an added advantage administer computer hardware, software and network, administrative, planning and organizing, financial management, report writing, communication and interpersonal, problem solving, computer literacy, analytical, client orientated, project management, team leadership, planning and organizing and people management.

**DUTIES**

: Develop, review and monitor the implementation of Information Communication Technology (ICT) policies; Conduct research regarding national and provincial policy framework, legislation, collective agreements, internet, relevant readings etc. Ensure consultation process of draft policies with all relevant stakeholders. Ensure that all new ICT policies are work shopped to all staff. Ensure the development, establishment of appropriate E-governance and ICT policies, frameworks and standards. Implement, enforce, and ensure adherence of IT policies and procedures to all campuses. Ensure that appropriate policies and processes are put in place for risk management. Administer and monitor IT Security and Electronic access. Establish systems to safeguard hardware and data. Perform system backups. Research and develop specifications for (Local Area Network & Wide Area Network) LAN and WAN technologies according to the college's requirements. Procure LAN and WAN technologies. Distribute LAN and WAN access to students and staff according to college policy and needs. Set-up, manage and maintain WAN, LAN, E-mail and internet connections to all the colleges. Troubleshooting, resolving and documenting all ICT related issues. ICT software and hardware,

Maintenance. Research and develop plans for software and hardware products required for technologies and systems which will enable the college's core business, support functions and programs. Advice on Procurement of college software and hardware according to the college's needs. Distribute software and hardware for use by students and staff according to the college's policy and needs. Maintain and monitor the software and hardware system, reports on redundant hardware and software and advises on updating. Keep up to date with the latest developments of hardware and software in education. Manage all licensing of software that the college is using and ensure that they are valid and appropriate. Assist with the procurement of intranet and internet products and services according to the college's needs. Ensure access of intranet and internet in the colleges. Ensure that the college website is continuously updated with current information. Management of all Human, Financial and other resources of the unit.

**ENQUIRIES** : about this post may be directed to Mr MP Pinkoane Deputy Director: Corporate Services Tel No: (057) 910 6000 during office hours

**APPLICATIONS** : Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom.

**NOTE** : Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

**CLOSING DATE** : 10 March 2023

**POST 07/77** : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: GC2023/04**  
(Permanent)

**SALARY** : R393 711 per annum, (Level 09), plus benefits

**CENTRE** : Goldfields TVET College

**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** : about this post may be directed to Mr MP Pinkoane Deputy Director: Corporate Services Tel No: (057) 910 6000 during office hours

**APPLICATIONS** : Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom.

**NOTE** : Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

**CLOSING DATE** : 10 March 2023

**POST 07/78** : **SENIOR PROVISIONING OFFICER: SUPPLY CHAIN MANAGEMENT AND ASSETS MANAGEMENT (PERMANENT) REF NO: UMF/67/02/2023**

**SALARY** : R331 188 per annum (Level 08), plus benefits as applicable in the Public Sector

**CENTRE** : UMfolozi TVET College, Central Office

**REQUIREMENTS** : Matric Certificate, A recognized National Diploma or degree in Supply Chain Management /BCom Accounting. 3-5 years' experience in Supply Chain Management and Asset Management environment. Knowledge of asset management procedure and understanding of SCM Framework. Knowledge of Treasury regulations and CET Act. Planning and organising skills, Good Communication (Verbal and written), Computer literacy, valid driver's licence. Good report writing skills and Team work. Knowledge of SAGE program will be added advantage.

**DUTIES** : Be in full understanding of SCM Framework and Treasury Regulations. Ensure overall supervision and administration function for the College Bid process. Ensure acquisition, demand, logistics Management adhere to SCM Policy of the College at all times. Adhere to turn around time, must be managed from this office, taking into effect Logistics Management. Responsible to develop monthly report to Assistant Director Supply Chain Management. Responsible for developing and managing contract register. Ensure procurement plan for the College is developed and adhered to. Be in attendance to bid evaluation and give direction to evaluation committee. Be an attendee for all finance Sub Committee of Council. Ensure month end procedures are done adequately. Ensure overall supervision and administrate the procurement of goods and services through effective, efficient and transparent acquisition management services. Attend to matters of dispute. Ensure well operations between finance and SCM unit. Supervise human, physical and financial resources. Control and ensure all documents ready for payments are submitted to Finance. Be responsible for and attend to external and internal audit for the College, in

relation to SCM matters. Assist in developing SLA (Service Level Agreement) and MoU (Memorandum of Agreement). Ensure level of confidentiality is of paramount. Be part of the budgeting team for development of College budget. Ensure completeness of deviation report for the College.

- ENQUIRIES** : Ms NA Sibiya Tel No: 035-902 9501
- APPLICATIONS** : All applications should be emailed to the specified email addresses. The vacancy reference number must be indicated in the email subject line. Applications should be send as one PDF file, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified. Email: [Applications@umfolozi.edu.za](mailto:Applications@umfolozi.edu.za)
- NOTE** : A fully completed new Z83 form, obtainable from any Public Service Department or on the internet at [www.gov.za](http://www.gov.za), and a detailed Curriculum Vitae. Copies of qualification and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late (received after closing date and time) and incomplete applications will not be considered. 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). 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 60 days of the closing date should consider their application unsuccessful.
- CLOSING DATE** : 10 March 2023 at 16:00
- POST 07/79** : **SENIOR PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: CORP 03/2023 (X1 POST)**  
Permanent  
Re-advertisement, all candidates who previously applied are encouraged to apply.
- SALARY** : R331 188 per annum (Level 08)
- CENTRE** : Central Office (Durban: Asherville)
- REQUIREMENTS** : Public Administration / Public Management (NQF level 6) or equivalent relevant qualification 2–3 years' relevant experience in Human Resource development environment PERSAL Certificate will be an added advantage Knowledge and understanding of the application of Public Service legislative framework (PSA, PFMA, PSR etc.), Skills Development policy of the Department of Higher Education and Training Knowledge and understanding of coordination and facilitation of training Knowledge and understanding of application of Employment Equity Act Knowledge and understanding of PMDS and IQMS Accuracy Aptitude for figures Good communication and interpersonal skills Good planning, organizing, time management, financial skills Analytical and problem solving skills Good project management, presentation and report writing skills. Ability to function without supervision, work under pressure. Team Leadership and people management skills Computer skills (MS Office). Valid driver's license.
- DUTIES** : Developing and implementing the training and development plan Developing the Work Skills Plan (WSP) and Actual Training Report (ATR), facilitate approval and submission to ETDP SETA and ensure supervision of implementation of the WSP Coordinate, facilitate and implement training Manage and co-ordinate performance management Monitor the implementation of PMDS and IQMS and ensure deadlines are met Coordination and facilitation of training programmes. Facilitate the induction of new employees in the College Facilitate the training and development functions for the College Ensure overall supervision and proper implementation of awarding bursaries in line with the departmental policy Ensure overall supervision and provide technical guidance on the development of job descriptions and ensure that all officials have signed job descriptions Ensure that the College Employment Equity Plan and HR Plan are developed, reviewed, submitted to Head Office and implemented. Skills analysis of staff Develop training strategy and plan Be the SDF of the College Responsible for

		Human Resources Planning Control the utilization of HRD Budget •Supervise physical, financial, and other resources.
<b><u>ENQUIRIES</u></b>	:	Ms. Vuyiswa Madonda Tel No: 031 2508408
<b><u>APPLICATIONS</u></b>	:	Please apply through <a href="http://www.thekwini.edu.za">www.thekwini.edu.za</a> We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ( <a href="http://www.gov.za/document">www.gov.za/document</a> )), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	17 March 2023
<b><u>POST 07/80</u></b>	:	<b><u>CHIEF PERSONNEL OFFICER: HUMAN RESOURCE ADMINISTRATION</u></b> <b><u>REF NO: CORP 04/2023 (X1 POST)</u></b> Permanent
<b><u>SALARY</u></b>	:	R331 188 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Central Office (Durban: Asherville)
<b><u>REQUIREMENTS</u></b>	:	Matric certificate or equivalent Recognized National Diploma in Human Resource Management/ Development (NQF level 6) or equivalent relevant qualification 2–3 years' relevant experience in Human Resource development environment Relevant PERSAL Certificate Knowledge and understanding of the application of Public Legislative Framework (PSA, PFMA, PSR, BCEA, LRA, EEA etc.), Extensive knowledge and understanding of Human Resource Management policies, prescripts and practices Extensive understanding and utilisation of PERSAL and archiving Must be computer literate in Office packages (Ms Word, Excel, PowerPoint, Outlook and internet) Knowledge of HR Information Systems (e.g. Coltech, ERP etc.) Accuracy Aptitude for figures Good communication and interpersonal skills Good planning, organizing, time management, financial skills Analytical and problem solving skills Good project management, presentation and report writing skills. Ability to function without supervision, work under pressure. Team Leadership and people management skills Computer skills (MS Office) Valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.) Supervision Ensure overall supervision and proper implementation of termination of services Ensure overall supervision and proper implementation of Recruitment and Selection in line with the Departmental policy and delegations (requisitions, advertisements, appointments, transfers, verification of qualifications, secretariat functions at shortlisting and interviews, absorptions, probation periods etc.) Preparation of HR reports, circulars, memorandums / submissions Ensure overall supervision and proper implementation of staff/personnel records Supervise human, physical, financial and other resources Ability to perform routine tasks Ability to operate office equipment.
<b><u>ENQUIRIES</u></b>	:	Ms. Vuyiswa Madonda Tel No: 031 2508408
<b><u>APPLICATIONS</u></b>	:	Please apply through <a href="http://www.thekwini.edu.za">www.thekwini.edu.za</a> We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ( <a href="http://www.gov.za/document">www.gov.za/document</a> )), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an

appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE**

: 17 March 2023

**POST 07/81**

: **SENIOR INFORMATION TECHNOLOGY TECHNICIAN REF NO: CORP 05/2023 (X1 POST)**

Permanent

**SALARY**

: R331 188 per annum (Level 08)

**CENTRE**

: Central Office (Durban: Asherville)

**REQUIREMENTS**

: Matric Certificate or equivalent An appropriate bachelor's degree/national diploma (NQF Level 6) in Information Technology or relevant equivalent qualification 2-3 years' work experience in the Information and Communication Technology (ICT) field as an IT Technician An experience at a technical level in the ICT environment in the Public Service will serve as an added advantage. Good Customer Care and client-oriented focus. Good communication skills (Verbal and Written), Troubleshooting and problem-solving skills. IT Software and hardware experience Server administration and programme installations experience A+, C+, Apple Mac Lion Support Essentials ITIL v3 Foundation Desktop, networking, and voice communication infrastructure experience Full comprehension of IT second and third line of IT support Help desk operation experience Knowledge and understanding of IT LAN and WAN Support, IT Security Installation and troubleshooting Apple Mac and Microsoft environment. Knowledge of Office365 Knowledge and troubleshooting transversal systems (BAS, LOGIS and PERSAL) A valid driver's license.

**DUTIES**

: Configuration and maintenance of desktops, notebooks (including Apple Mac) and mobile devices (iPad and Tablets). Installing and upgrading applications (e.g., Microsoft Office 365, Adobe Reader, etc.). Creating user accounts on Active Directory and email accounts (using O365 exchange) for DHET employees. Connecting users to both network and local printers. Ensure network availability for all ICT infrastructures. Adding computers to the domain. Installation and updating of antivirus software. Installation and support of transversal systems (BAS, PERSAL and LOGIS). Ensure reliable connection and access to shared network drives. Upgrading of operating systems. Mapping of network drives. Liaise with external vendors and service providers. Analyse and resolve user technical problems Supervise staff Compile weekly, monthly, quarterly, and annual reports.

**ENQUIRIES**

: Ms. Vuyiswa Madonda Tel No: 031 2508408

**APPLICATIONS**

: Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.

**NOTE**

: Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE**

: 17 March 2023

**POST 07/82**

: **SENIOR EXAMINATION OFFICER REF NO: EXAM 01/2023 (X1 POST)**

Permanent

**SALARY**

: R331 188 per annum (Level 08)

**CENTRE**

: Central Office (Durban: Asherville)

**REQUIREMENTS**

: Matric certificate or equivalent Recognized National Diploma in Education and Business related qualification (NQF level 6) or equivalent relevant qualification 2-3 years' relevant experience in the Teaching and Learning environment

Experience in the interpretation, development, and implementation of relevant TVET Exam and Assessment policies, guidelines, and procedures Knowledge of White Paper on PSET Act Knowledge of the Public TVET sector and its regulatory and legislative framework Knowledge and understanding of the Higher Education sector Knowledge and understanding of COLTECH system and TVETMIS Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act Good communication and interpersonal skills Good planning, organizing, time management, financial skills Analytical and problem solving skills Good project management, presentation and report writing skills. Ability to function without supervision, work under pressure. Team Leadership and people management skills Computer skills (MS Office) Valid driver's license.

**DUTIES** : Ensure the overall supervision and coordination of effective and efficient internal and external examination and assessment services in the college Coordinate meetings of assessment and examination matters throughout Campuses. Coordination of subject committees and the setting of quality assessment tasks Coordinate the Site-Based Assessments (SBA) as per the DHET policies and guidelines Ensuring that ICASS & ISAT marks are captured on time and submitted as per the DHET Management Plan. Drafting of the College Assessment Schedule. Ensure the overall supervision, coordination and training of Invigilators, Markers and Data Capturers Ensure overall supervision and establishment of a functional of Irregularity Committee Ensure the overall supervision and management of issuing certificates. Ensure overall supervision and proper administration of both the internal assessment and external examination services Supervising human, physical and financial resources. Developing College Assessment and Moderation Policies and Procedures.

**ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
**APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.

**NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE** : 17 March 2023

**POST 07/83** : **SENIOR IT TECHNICIAN REF NO: GC2023/05**  
 (Permanent)  
 (Re-advert of GC2022/32)

**SALARY** : R331 188 per annum, plus benefits  
**CENTRE** : Goldfields TVET College  
**REQUIREMENTS** : Recognized National Diploma in IT (NQF 6) or equivalent. Minimum of 2-3 years in IT Environment. Software and hardware experience.IT Hardware and Software. Server administration. Understanding of Desktop, Networking and Voice communication infrastructure. Program Installations. Understanding of Help Desk operation. Full comprehension of IT second and third line of IT 51 support. A+, C+, Apple Mac Lion Support Essentials ITIL v3 Foundation will be and added advantage. Must have a valid driver's licence.

**DUTIES** : Oversee the provision of technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Ensure the rendering of IT information management services: Plan, develop and improve computer-based information systems. Server Administration, security of all Technology and Network Configuration. Support, Maintain and Repair ICT Assets (Hardware and Software) and advice ICT Manager. Ensure Liaison with



- Service Providers in terms of software licensing upgrading and related procurement. Facilitate ICT Training, support IT-related projects and any related task as maybe required. Management of Human, financial and other resources.
- ENQUIRIES** : may be directed to Mr MP Pinkoane: Deputy Principal: Corporate Services at Tel No: (057) 910 6000 during office hours
- APPLICATIONS** : Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom.
- NOTE** : Please Note: a recently updated comprehensive CV (inclusive of three contactable referees and contact details) should accompany a completed new Z83 form. According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
- CLOSING DATE** : 10 March 2023
- POST 07/84** : **CHIEF REGISTRY CLERK REF NO: CORP 07/2022 (X1 POST)**  
Permanent  
Re-advertisement, all candidates who previously applied are encouraged to apply.
- SALARY** : R269 214 per annum  
**CENTRE** : Durban: Asherville  
**REQUIREMENTS** : Matric Certificate or equivalent A recognized REQV13 qualification in Public Management/Registry Management/ Information Management/ Human Resource Management/ Personnel Management/ Business Management or equivalent relevant qualification 1-2 years relevant administrative working experience in Registry department Must have knowledge of registry duties, practices as well as the ability to compare data and operate a computer. Understanding of legislative framework governing the Public Services. Retrieval and storage procedures in terms of the working environment. Computer skills (MS Office) Flexibility and Teamwork, Planning and organizing, presentation and report writing skills Good communication skills (Verbal and written) Valid driver's license.
- DUTIES** : Supervise and Provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filling and record management services. Supervise the operation and operate office machines in relation to the registry function Supervise the processing of documents for archiving and/disposal Supervise human resource/staff.
- ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
**APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an

appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

- CLOSING DATE** : 17 March 2023
- POST 07/85** : **OPEN LEARNING ADMINISTRATOR REF NO: MTVET 2023/15 OLA**  
(Re-Advertisement)
- SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Central Office, Curriculum, (Mnambithi TVET College)  
**REQUIREMENTS** : Matric/Grade 12/NC(V) Level 4 Certificate, Senior Certificate or equivalent qualification. A minimum of three year Diploma or Degree. Excellent interpersonal skills, good communication skills (written and verbal) in English. Proven office administration skills relating to client relations and liaison, function organisation, equipment management, logistical scheduling, telephone etiquette, filing and recordkeeping. Code 08 Drivers License. Must have proven Computer skills: MS Office Suites. Managerial experience, a teaching qualification and experience in Distance Education/Open Learning will be an added advantage.
- DUTIES** : Provide administrative support to the Open Learning personnel. Develop timetables, assessment schedules and submission plans for the division. Enrolments for open learning division, (with consultation of the campuses for student numbers). Liaise with the appointed Open Learning Examiners, Moderators and Facilitators. Have regular meeting with the Facilitators to ensure smooth running of the contact sessions. Monitor the setting of the assessment material to ensure it meets with the correct standard and quality. Send the assessments to the moderators for moderation. Ensure that the papers set are not carbon copies of DHET National papers, and are set on the correct templates. Provide Open Learning students with their assessments for the semester/trimester, textbooks, work schedules, and assessment schedules for the semester/trimester. Send out sms/emails or phone students in connection with changes in contact sessions, etc. Distribution of assessments to the correct lecturers for marking. Provide feedback to learners. Monitor the implementation of the division on sites of delivery. Capture marks on the Coltech system. Ensure appropriate follow up of action is taken when necessary. Drafting of letters/emails/sms's and responding to routine correspondences. Perform other related duties as assigned.
- ENQUIRIES** : HR Unit Tel No: 036 631 0360  
**APPLICATIONS** : Applications must be addressed for attention of HR Unit, Mnambithi TVET College, Private Bag X 9903, Ladysmith, 3370 or hand delivered to 77 Murchison Street, Ladysmith, 3370.
- 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](http://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. 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.
- CLOSING DATE** : 13 March 2023
- POST 07/86** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: FIN 01/2023**  
**(X1 POST)**  
Permanent
- SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Central Office (Durban: Asherville)  
**REQUIREMENTS** : Matric certificate or equivalent Recognized three (3) years National Diploma in Financial Management or equivalent qualification (NQF level 6) Knowledge and certificates in PERSAL, COLTECH, PASTEL, SAGE, VIP is an added advantage 1-2 years' experience in the financial management environment Valid Driver's license Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics Knowledge of the Public Service financial legislations, procedures and

- Treasury Regulations (PFMA, GRAP, Financial Manual) Knowledge of financial operating systems (PERSAL, Coltech, Draftworx, Caseware etc.) Computer literacy (including Outlook, Excel, Word, Access and PowerPoint) Planning and organizing Good verbal and written communication Numeracy skills Aptitude for figures Ability to perform routine tasks Ability to operate office equipment Flexibility Interpersonal relations Accuracy.
- DUTIES** : Provide salary administration service Provide expenditure and general payments services Provide cash and revenue management services Provide asset liability and debt management services. Provide bookkeeping and financial accounting services Supervise human, physical and financial resources
- ENQUIRIES APPLICATIONS** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- CLOSING DATE** : 17 March 2023
- POST 07/87** : **STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: FIN 02/2023 (X1 POST)**  
Permanent
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)  
: Central Office (Durban: Asherville)  
: Matric certificate or equivalent Recognized three (3) years National Diploma in Accounting/Financial Management or equivalent qualification (NQF level 6) Knowledge and certificates in PERSAL, COLTECH, PASTEL, SAGE, VIP is an added advantage 1-2 years' experience in the financial management environment Valid Driver's license Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, GRAP, Financial Manual) Knowledge of financial operating systems (PERSAL, COLTECH, SAGE, DRAFTWORX, CASEWARE, etc. Computer literacy (including Outlook, Excel, Word, Access and PowerPoint) Planning and organizing Good verbal and written communication Numeracy skills Aptitude for figures Ability to perform routine tasks Ability to operate office equipment Flexibility Interpersonal relations Accuracy.
- DUTIES** : Assist in the facilitation of the annual budgeting process Conduct monthly budgetary and expenditure analysis. Analyse and interpret monthly cash flow and adjusted cash flow Assist in the facilitation of budget adjustments process services. Analyse expenditure trends and reconciliation against budget and cash flow Projections Supervise human, physical and financial resources.
- ENQUIRIES APPLICATIONS** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required

on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

- CLOSING DATE** : 17 March 2023
- POST 07/88** : **CAMPUS ADMINISTRATOR REF NO: CAMP 01/2023 (X3 POSTS)**  
Permanent
- SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Campuses: Asherville, Cato Manor & Umbilo  
**REQUIREMENTS** : Grade 12 or equivalent plus a recognised National Diploma (NQF 6) in Office Management and Technology/Public Management/Management Assistant or equivalent qualification 1-2 years relevant experience in Administration environment Knowledge of office administration, Knowledge of Public Service legislations and policies Knowledge of PSET Knowledge and understanding of the TVET Administration Understanding of the Higher Education sector Understanding of corporate governance and any other related legislation Planning, organising, report writing and presentation skills Communication and interpersonal Computer literacy (including Outlook, Excel, Word, Access and PowerPoint) Valid drivers' license.
- DUTIES** : Provide administration support services to campus management and students Draw up a campus enrolment plan for both NCV and report 191 Administer student registration and examination process Administer student registration and examination process Assist in the registration of students Store student portfolios of evidence and student records Capture and reconcile information for students Ensure data exceptions and corrections Process the details of applications for programmes and credits Coordinate the student registration process Coordinate the examination process Prepare reports, presentations, and other correspondence Gather departmental information and compile a report for A-TEAM and Campus Management Arrange meetings, conferences, workshops and other gatherings as required Administer and coordinate human resource services Coordinate Leave forms and submit to central office Coordinate PMDS & IQMS documents and submit to central office Monitor the attendance register for staff Coordinate the compilation of duty registers and payment for part-time lectures Support the implementation college staff programme at campus level Provide procurement services Complete requisition form, receive goods and services Verify the correctness of goods and services supplied against the appropriate documentation Maintain a proper filing system Maintain files for all campus staff Filing of all relevant documentation according to QMS requirements and national archive Act.
- ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
**APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
- NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- CLOSING DATE** : 17 March 2023
- POST 07/89** : **PERSONAL ASSISTANT TO THE PRINCIPAL REF NO: GC2023/06**  
(Permanent)
- SALARY** : R269 214 per annum, (Level 07), plus benefits

<b><u>CENTRE REQUIREMENTS</u></b>	:	Goldfields TVET College
	:	National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Recognized Degree or National Diploma in secretarial or relevant qualification. Minimum of 3 years' experience in clerical/administrative environment. Experience in rendering a support service to senior management. Computer Literacy (MS Word, MS Power Point, MS Excel) Knowledge: Knowledge of relevant legislation, prescripts, policies, and procedures. Basic knowledge of Financial Management. Record management of documents. Skills: Good telephone etiquette. Sound organizational skills. Good people skills. High level of reliability. Written and verbal communication skills. Ability to act with tact and discretion. Ability to do research, analyse documents and situations. Planning and organizing. Maintain Confidentiality. Willingness to work extra hours when necessary.
<b><u>DUTIES</u></b>	:	Provide a secretarial/receptionist support service to the Principal. Performs advanced typing work. Operate and ensure that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Compiles realistic schedules of appointments. Render administrative support services. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Ensure that travel arrangements are well coordinated. Prioritise issues in the office of the Principal. Handle the procurement of standard items like stationery, refreshments for the activities of the manager and unit. Obtains the necessary signatures on documents like procurement advice and monthly salary reports. Coordinate logistical arrangements for meetings when required. Provide support to Principal regarding meetings. Support the Principal with the administration of the Principal's budget. Studies the relevant Public Service and departmental prescripts/policies and other documents and ensure that the application thereof is understood properly. Remain abreast with the procedures and processes that apply in the office of the Principal.
<b><u>ENQUIRIES</u></b>	:	may be directed to Mr MP Pinkoane Deputy Director: Corporate Services at Tel No: (057) 910 6000 during office hours
<b><u>APPLICATIONS</u></b>	:	Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom Enquiries may be directed to Mr BP Sibiya: Manager; Acting Human Resource Management at (057) 910 6000 or relevant managers.
<b><u>NOTE</u></b>	:	Please Note: a recently updated comprehensive CV (inclusive of three contactable referees and contact details) should accompany a completed new Z83 form. According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.
<b><u>CLOSING DATE</u></b>	:	10 March 2023
<b><u>POST 07/90</u></b>		<b><u>CHIEF ADMINISTRATION CLERK REF NO: GC2023/07</u></b> (Permanent)
<b><u>SALARY</u></b>	:	R269 214 per annum (Level 07), plus benefits
<b><u>CENTRE</u></b>	:	Goldfields TVET College
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate/NCV Level 4. Recognized National Diploma in Human Resource Management / Development or equivalent qualification. 3-5

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** : may be directed to Mr MP Pinkoane Deputy Director: Corporate Services at Tel No: (057) 910 6000 during office hours

**APPLICATIONS** : Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom Enquiries may be directed to Mr BP Sibiyi: Manager; Acting Human Resource Management at (057) 910 6000 or relevant managers.

**NOTE** : Please Note: A completed new Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

**CLOSING DATE** : 10 March 2023

**POST 07/91** : **TRANSPORT OFFICER REF NO: GC2023/08**  
(Permanent)

**SALARY** : R269 214 per annum (Level 07)  
**CENTRE** : Goldfields TVET College

**REQUIREMENTS** : Recognized National Diploma in Transport Management / Logistics/ Public Management (NQF level 6) or equivalent qualification. 2-3 years' experience in fleet management / transport / logistics services or relevant experience. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of fleet disposal procedure. Knowledge and understating of legislative framework governing the Public Services. Knowledge of traffic law Monitoring and evaluation. Knowledge of Department of Higher Education mandate. Must have a valid driver's license (with valid PDP).

**DUTIES** : Ensure that college vehicles are kept in good working condition. Conduct monthly inspections of vehicles at all campuses to identify any non-compliant

matters. Ensure that logbooks are always up to date. Ensure licensing and registration of college vehicles. Ensure that all college vehicles are insured with the insurance brokers. Ensure the fitment of tracking devices to all college vehicles. Ensure that petrol cards are renewed timeously. Ensure proper recording of petrol cards upon issuing. , Transporting staff and students as and when required. Ensure proper record keeping of petrol slips. Assist with monthly assets verification and update of asset control sheets, assist with updating of asset register in line GRAP17.

**ENQUIRIES** : may be directed to Mr M Leteane: Assistant Director: Supply Chain Management at Tel No: (057) 910 6000 during office hours

**APPLICATIONS** : Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom Enquiries may be directed to Mr BP Sibiya: Manager; Acting Human Resource Management at Tel No: (057) 910 6000 or relevant managers.

**NOTE** : Please Note: a recently updated comprehensive CV (inclusive of three contactable referees and contact details) should accompany a completed new Z83 form. According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

**CLOSING DATE** : 10 March 2023

**POST 07/92** : **SECRETARY REF NO: CAMP 02/2023 (X3 POSTS)**  
Permanent

**SALARY** : R181 599 per annum (Level 05)  
**CENTRE** : Campuses: Centec, Melbourne & Springfield  
**REQUIREMENTS** : Grade 12 with typing as a subject Recognised National Diploma in Office Management and Technology/ Management Assistant or equivalent qualification will be advantageous 1-2 years' experience in typing and Secretarial Basic knowledge of financial Management. Record management of documents. Ability to communicate well with people at different levels and backgrounds. Good telephone etiquette Computer literacy (including Outlook, Excel, Word, Access, and PowerPoint) Sound organizational skills. Good people skills. High level of reliability. Basic written communication skills. Ability to act with tact and discretion.

**DUTIES** : Provide a secretarial support service to the Campus Manager. Receives telephone calls, screen calls and refers the calls to the correct role players if not meant for the relevant manager. Record minutes of the meetings of the Campus Manager where required. Attends to filing of documents for the Campus Manager Receives, records, and distributes all incoming and outgoing documents. Collects all relevant documents to enable the Campus Manager to prepare for meetings. Arranges meetings and events for the Campus Manager Identifies venues, invites role players, organizes refreshments, and sets up schedules for meetings and events. Provide a clerical support service to the Campus Manager.

**ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
**APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.

**NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE** : 17 March 2023

**POST 07/93** : **RECEPTIONIST REF NO: CAMP/CO 03/2023 (X5 POSTS)**  
Permanent

**SALARY** : R151 884 per annum  
**CENTRE** : Campuses: Asherville/Cato Manor/ Centec/ Springfield & Central Office  
**REQUIREMENTS** : Matric certificate or equivalent Recognised tertiary qualification in Public Relations/ Public Administration/ Public Management /Office Administration (REQV 13) recommended Three (3) years' front office experience recommended Ability to communicate in English and isiZulu is recommended Computer skills, specifically MS Word and MS Excel Telephone etiquette Excellent communication skills (written & verbal) and ability to communicate at all levels in the organization Ability to build positive relationships with high level of interpersonal skills Excellent talent to interact with people in a positive and courteous manner Multi-tasking capability without compromising on quality Dependable and punctual.

**DUTIES** : Answer incoming telephone calls, determine the purpose of callers, and forward calls to appropriate personnel and departments Greet visitors/guests (internal & external) professionally, and determine their nature and purpose of visit Direct visitors/guests (internal & external) to appropriate destination Monitor visitors' access Collect, sort, distribute correspondence, messages and courier deliveries Schedule appointments, maintaining and updating calendars Create memos, reports and other documents as and when requested Take and resolve complaints from clients Handling enquiries, dissemination of College information to callers and visitors.

**ENQUIRIES** : Ms. Vuyiswa Madonda Tel No: 031 2508408  
**APPLICATIONS** : Please apply through [www.thekwini.edu.za](http://www.thekwini.edu.za) We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.

**NOTE** : Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ([www.gov.za/document](http://www.gov.za/document))), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.

**CLOSING DATE** : 17 March 2023

**POST 07/94** : **DRIVER / MESSENGER REF NO: CORP 09/2023 (X2 POSTS)**  
Permanent

**SALARY** : R128 166 per annum  
**CENTRE** : Central Office (Durban: Asherville)  
**REQUIREMENTS** : Matric certificate or equivalent 7-12 months relevant experience. Valid Code 8 Driver's License. Be in possession of a valid Public Driving Permit. Knowledge of Durban and surrounding areas Fluency in both English and IsiZulu. Good



	:	Communication skills. Pleasant, Responsible, Trustworthy and Reliable. Good interpersonal skills.
<b><u>DUTIES</u></b>	:	Perform driving and messenger functions and routine office support functions. Attend to deliveries and pickups.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. Vuyiswa Madonda Tel No: 031 2508408
	:	Please apply through <a href="http://www.thekwini.edu.za">www.thekwini.edu.za</a> We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ( <a href="http://www.gov.za/document">www.gov.za/document</a> )), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	17 March 2023
<b><u>POST 07/95</u></b>	:	<b><u>PHOTOCOPIER OPERATOR REF NO: CORP 10/2023 (X1 POST)</u></b> Permanent
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum
	:	Central Office (Durban: Asherville)
	:	Grade 8/ Basic Education (Below standard 8) Ability to operate equipment Computer literacy Knowledge of repetitive tasks Knowledge of facilities policies Knowledge of relevant legislation, prescripts, policies, and procedures Knowledge of hygiene Storage requirement Reading skills Communication skills (verbal and written) Interpersonal skills Analytical thinking skills Problem-solving skills Planning and organizing skills.
<b><u>DUTIES</u></b>	:	Make photocopies for staff. Scanning of documents. Report any malfunctioning of photocopier machines. Keep records of photocopier machine activities. Binding and laminating of documents. Arrange for the servicing of and repair to the machines. Undertake the general maintenance and cleaning of the machines. Make requisition for photocopying material. Provide counter services.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. Vuyiswa Madonda Tel No: 031 2508408
	:	Please apply through <a href="http://www.thekwini.edu.za">www.thekwini.edu.za</a> We do not accept hand delivered, emailed and/or posted applications, all applications must be done on Thekwini TVET College website and upload all documents required per advert.
<b><u>NOTE</u></b>	:	Applications must be submitted on the prescribed Z83 (obtainable from any Public Service Department or on the internet at ( <a href="http://www.gov.za/document">www.gov.za/document</a> )), which must be completed in full, signed and dated by the applicant. On application, please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post applied for. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Thekwini College is an equal opportunity employer The College reserves the right not to make an appointment in these positions. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to qualifications verification before appointment Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
<b><u>CLOSING DATE</u></b>	:	17 March 2023
<b><u>POST 07/96</u></b>	:	<b><u>GROUNDSMAN REF NO: KZNCETC/03/2021</u></b> (Re-Advertisement: people who previously applied are encouraged to re-apply)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R107 196 per annum (Level 02)
	:	UsiZuzulu Community Learning Centre (Vryheid)
	:	A Grade 10 qualification will serve as an advantage. Basic literacy, numeracy and communication skills. Be able to read and write. The ability to operate

- elementary machines and equipment. Willing to work extended hours, when necessary.
- DUTIES** : Render cleaning duties of routine nature by utilizing a variety of aids within surroundings of the workplace. Perform gardening functions. Reporting of losses and damages during execution of duties. Render cleaning services in order to maintain a high hygiene in and around the work area.
- ENQUIRIES** : Mr N Dlamini Tel No: (031) 350 4377 / 4367
- APPLICATIONS** : Applications to be sent via email to [info@KZN.CETC.edu.za](mailto:info@KZN.CETC.edu.za), quoting the reference number on the subject line.
- NOTE** : Applications with supporting documentation, including a signed Z83 form should be emailed to the respective email address. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at [www.gov.za/documents](http://www.gov.za/documents) and must be accompanied by a comprehensive CV only. Certified copies of Identity Document, Senior Certificate and the highest 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 as one document in a PDF format. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the new Z83 which is effective as at 01 January 2021. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered. You are encouraged to email your application with the relevant supporting documentation. You must quote the reference number in the subject line.
- CLOSING DATE** : 10 March 2023 at 16:00
- POST 07/97** : **CLEANER REF NO: GC2023/09**  
(Permanent)
- SALARY** : R107 196 per annum, (Level 02), plus benefits
- CENTRE** : Goldfields TVET College
- REQUIREMENTS** : ABET/ Standard 8/Grade 10 or equivalent qualification. Applicants should be committed, hardworking and must be able to work long hours and under pressure. Applicants must have good interpersonal relations and verbal communication skills. Knowledge of repetitive tasks, knowledge of facilities policies, knowledge of relevant legislation, prescripts, policies and procedures and knowledge of hygiene.
- DUTIES** : Maintaining the cleanliness of the building by performing various cleaning duties which includes but not limited to dusting and waxing office furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, cleaning walls, windows and floors, collecting and removing of waste papers, freshen the office areas, clean the college kitchen and basins, wash and pack kitchen utensils. Empty and wash waste bins and send recyclables to disposal area.
- ENQUIRES** : Enquiries about this post may be directed to Mr MP Pinkoane Deputy Director: Corporate Services at Tel No: (057) 910 6000 during office hours
- APPLICATIONS** : Applications must be forwarded to: Attention: The Principal, Goldfields TVET College, Private Bag X95, Welkom, 9459 or be hand delivered at Goldfields TVET College (Central Office), 36 Buren Street, Flamingo Park, Welkom Enquiries may be directed to Mr BP Sibiyi: Manager; Acting Human Resource Management at (057) 910 6000 or relevant managers.
- NOTE** : Please Note: a recently updated comprehensive CV (inclusive of three contactable referees and contact details) should accompany a completed new Z83 form. According to DPSA Circular 19 no qualifications will be submitted (whether certified/not certified). Communication from the HR regarding the required certified documents will be limited to shortlisted candidates. Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted

candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after closing date of this advertisement, kindly accept that your application as unsuccessful. Note: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disability are encouraged to apply.

**CLOSING DATE**

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10 March 2023