

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Maluti TVET College)
(Elangeni TVET College)

OTHER POSTS

- POST 09/70** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: MALUTITVET/ASD-LR/CORP006/2023**
 Re-advertisement. Applicants who previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum (Level 09)
 : Corporate Office (Bethlehem)
 : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. National Diploma/Degree in Labour Relations/Human Resource Management/Labour Law. Minimum of five years relevant experience. Three years experience at supervisory level. Recommendation: Unendorsed Valid Driver's Licence. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resource Management Policies, Public Finance Management Act. Skills: Negotiating, verbal and written Communication, Presentation, Interpretation of legislations/ policies, Problem solving, Management, Organising. Extensive experience and knowledge in PERSAL. Computer Literacy (MS Word, MS Excel, and MS Power point). PERSAL introduction certificate.
- DUTIES** : Ensure effective and sound administration of Employment Relations. Process and finalize all misconduct cases. Coordinate and provide support in terms of representing the College in all disputes referred to the Commission for Conciliation, Mediation and Arbitration. Develop and manage the information and records of all activities in the Labour Relations unit. Coordinate and finalize all disciplinary cases for the College. Finalize all grievances and complaints received from employees. Supervision of junior personnel in the unit. Write reports and submissions. Perform any other duty related to the post.
- ENQUIRIES APPLICATIONS** : Ms TP Mathipe Tel No: 058 303 1732
 : All applications should be posted to: Deputy Principal Corporate Services: Maluti TVET College, Corporate Office, Private Bag X33, Bethlehem 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem 9700 or emailed to hrrecruitment@malutitvet.co.za. Please quote the relevant reference number on the subject line for emailed applications. No Faxed applications will be accepted.
- NOTE** : Applications must be submitted on a new Z83 form which is effective as at 01 January 2021, obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated, initialed and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this post.NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. Correspondance will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidate may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw the mentioned advert.
- CLOSING DATE** : 31 March 2023 at13:00
- POST 09/71** : **SENIOR LABOUR RELATIONS OFFICER REF NO: HRM 09/2023**
- SALARY CENTRE** : R331 188 per annum (Level 08)
 : Elangeni TVET College, Central Office

- REQUIREMENTS** : A recognized 3-year degree/National Diploma/NQF6 qualification in Labour Law/ Labour Relations / Human Resources or equivalent qualification, At least 3 years' experience in Labour Relations and coordinating discipline and grievance processes; Experience in the sector / Public Service legislation; regulations and policies; A Valid driver's license, good verbal and written communication and presentation skills; must possess personal attributes such excellent interpersonal skills, attention to detail, flexibility, team work and organizing and planning skills.
- DUTIES** : Ensure compliance with applicable legislation, rules, and regulations, Maintain database and formulate monthly report and quarterly reports, Handling of misconduct cases within the College, Investigate misconduct cases within the College and monitor the implementation of sanctions and arbitration awards, represent College during conciliation and arbitration, Facilitate the handling of grievances and the implementation of the disciplinary code and procedure, implement labour relations communications strategy, Capturing of grievances, disciplinary cases and suspensions, Assist the employer on appropriate action in labour-related matters, Investigate all employee complaints and grievance cases, assist line managers with disciplinary functions and enquiries, Promote, facilitate and contribute to sound labour relations at the College, Reporting on all labour relations matters, Assist with the development and implementation of all relevant human resources policies and procedures, any other duties as assigned by the Principal of the College or his/her nominees.
- ENQUIRES APPLICATIONS** : Mr NE Mkhize Tel No: 031 4924363
: Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X9032, Pinetown, 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- CLOSING DATE** : 27 March 2023 at 13h00
- POST 09/72** : **EXAMINATION CLERK REF NO: HRM 10/2023**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum (Level 05)
: Elangeni TVET College, Ntuzuma Campus
: Grade 12. A recognised National Diploma (NQF 6) in Education/Administration or equivalent qualification will be an added advantage .1-2 years' in the Teaching and Learning environment/ examination related field. Knowledge of White Paper on PSET. 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, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development.
- DUTIES** : Assist with the coordination of internal and external examination assessment Assist in coordinating training for Invigilators, Markers and Data Capturers. Assist to facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Assist to process application and issuing of certificates services. Render administration support for the examination unit.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 4924363

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X9032, Pinetown, 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- CLOSING DATE** : 27 March 2023 at 13h00
- POST 09/73** : **ADMINISTRATION CLERK (PHOTOGRAPHER / VIDEOGRAPHER) REF NO: HRM 11/2023**
- SALARY** : R181 599 per annum.(Level 05)
- CENTRE** : Elangeni TVET College, Central Office
- REQUIREMENTS** : A Grade 12 Certificate, a three-year Bachelor's degree or a National diploma in Photography/ Film & Video Technology or equivalent qualification with 2 to 3 years' experience in a Photography and Videography environment. Proficient in MS Excel and MS Word. Driver's license and travelling. Generic Competencies: Quality of work. Reliability. Initiative. Communication (verbal and written). Interpersonal relations. Teamwork. Planning and execution. Technical Competencies: Operating photography and videography equipment. Apple Macintosh applications, video, and photo editing software especially Photoshop Elements and Premiere Elements pro. Digital video, digital photography, and proficiency in digital archiving of images.
- DUTIES** : provide photographic and video coverage for College events. Produce and distribute photos and video clips for the Campuses / Units, publications, website, and digital media platforms. Generate post-production video editing, motion graphics, sound design and produce media files. Monitor and maintain all digital images and video clips library.
- ENQUIRIES** : Mr NE Mkhize Tel No: 031 4924363
- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X9032, Pinetown, 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
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CLOSING DATE : 27 March 2023 at 13h00

POST 09/74 : **RECEPTIONIST REF NO: HRM 12/2023**

SALARY : R151 884 per annum (Level 04)

CENTRE : Elangeni TVET College, Ntuzuma

REQUIREMENTS : NQF Level 4 or 5 (Grade 12 certificate or equivalent) Minimum of 1-year experience. Must be computer literacy. Knowledge of Department of Higher Education mandate (TVET, CET and Skill Development). Knowledge of DHET policies and business units. Knowledge of relevant legislation, prescripts, policies and procedures.

DUTIES : Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as a fax machines and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitors register at reception.

ENQUIRIES : Mr NE Mkhize Tel No: 031 4924363

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