

DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan

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| <u>CLOSING DATE</u> | : | 29 May 2023 |
| <u>APPLICATIONS</u> | : | The Director-General, National Department of Health, Private Bag X399, Pretoria, 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail |
| <u>FOR ATTENTION</u> | : | Ms TP Moepi |
| <u>NOTE</u> | : | All short-listed candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). Applications received after the closing date and those that do not comply with the requirements will not be considered. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. |

MANAGEMENT ECHELON

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| <u>POST 16/52</u> | : | <u>DIRECTOR: AFFORDABLE MEDICINE REF NO: NDOH 12/2023</u> Directorate: Affordable Medicine |
| <u>SALARY</u> | : | R1 105 383 per annum, (an all-inclusive remuneration package), consists of 70% of total package, the State's contribution to the Government Employee's Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to Senior Management Service Guidelines. |
| <u>CENTRE REQUIREMENTS</u> | : | Pretoria An appropriate recognized Bachelor's degree (NQF 7) in Pharmacy or equivalent NQF 7 qualification in Pharmacy. A post graduate qualification in the relevant field will be an advantage. At least five (5) years' experience in the middle management position. Experience should include Financial and HR Management, policy development and analysis, preparation of legislation and monitoring and evaluations. Extensive knowledge of relevant national regulations and policies within pharmaceutical industry as well as the Health Act, PFMA and Procurement policies. Extensive knowledge of human resources, Public Service Act and Public Service Regulation. Extensive knowledge of strategies regarding the pharmaceutical industry and procurement of pharmaceutical products and technologies. Good communication (verbal and written), leadership, analytical, problem solving, facilitation, monitoring and evaluation, research and computer skills (MS Office |

- package). Ability work independently and as team player. A valid driver's license. SMS pre-entry Certificate is required for appointment finalization.
- DUTIES** : Governance, policy and oversight over pharmaceutical services. Manage the National Pharmaceutical Services Committee that reports to the Technical National Health Council Committee. Ensure the management of essential medicines to promote access to quality medicines that are safe and cost effective. Manage all aspects of review of Essential Medicines List (EML) for different levels of care. Manage the contracting and supply of medicines. Implement strategies to ensure medicine availability. Implement the antimicrobial resistance strategy. Support the implementation of medicine information systems and manage information to provide data to the National Surveillance Centre. Manage the budget allocated to develop and roll-out new health information systems in preparation for NHI. Manage the licensing of pharmaceutical premises and authorized prescribers to dispense medicines. Management of risk and audit queries. Develop and implement risk management plan.
- ENQUIRIES** : Ms K Jamaloodien Tel No: 012 395-8130
- NOTE** : Please note that preference will be given to African, Coloured, Indian and White Males as well as Persons with Disabilities

OTHER POSTS

- POST 16/53** : **DEPUTY DIRECTOR: ICT SECURITY REF NO: NDOH 14/2023**
Chief-Directorate: Information and Communication Technology
- SALARY** : R811 560 per annum (basic salary), (an all-inclusive remuneration package) consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines
- CENTRE** : Pretoria
- REQUIREMENTS** : Bachelors' Degree/National Diploma (NQF 6) in Information Technology / Information Systems / Computer Systems qualification as recognized by SAQA. ITIL, CompTIA Security+/ISO 27001 or equivalent IT security certificate will be an advantage. At least five (5) years' experience in the Information Technology environment at the level of Assistant Director or equivalent position. Knowledge of IT service management (ITIL), configuration, availability and capacity management. ICT network (WAN and LAN technology). IT infrastructure lifecycle management, IT infrastructure auditing and WAN/LAN network roll out IT security. Good management of Linux and Microsoft OS based systems, project management and system administrator skills. Ability to work independently and in a team, good communicator, proactive and work irregular hours.
- DUTIES** : Conduct and ensure daily ICT security management and implementation in the department. Place ICT security issues on the agenda of the Departmental security committee. Monitor compliance with public service information security policies and procedures. Develop and implement mechanisms to identify security breaches. Coordinate departmental information security infrastructure. Ensure that the Department IT security infrastructure (routers, switches, proxy etc.) is configured in a secure manner, and in line best practices. Monitor the efficient and effective operation of the Departmental IT security infrastructure on a daily basis. Ensure that the ISMS and related data is backed up and protected. Develop policies, strategies, plans and procedures to mitigate ICT security risk. Identify all ICT security and service support risks that may affect the provision and quality of ICT services. Develop a Departmental IT security frame work, policy, standards and procedures (including incident response process). Manage various ICT security projects and related initiatives. Conceptualize, plan, schedule and ensure that ICT security projects are delivered on time and specified quality requirements. Manage team of staff members and ICT directorate risk management. Manage performance of employees responsible for systems support and ICT security management. Enter into Service Level Agreement with the service delivery and ICT infrastructure team in line with the Departmental ICT Service standard.
- ENQUIRIES** : Mr A Mabuza Tel No: 012 395-8647
- NOTE** : Please note that preference will be given to applicants from the Coloured and Indian communities as well as persons with disabilities.

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| <u>POST 16/54</u> | : | <u>ASSISTANT DIRECTOR: TRAVEL AND ACCOMMODATION REF NO: NDOH 15/2023</u> Directorate: Supply Chain Management |
| <u>SALARY</u> | : | R424 104 per annum, (plus competitive benefits) |
| <u>CENTRE</u> | : | Pretoria |
| <u>REQUIREMENTS</u> | : | A three-year National Diploma or equivalent NQF 6 qualifications in Finance / Accounting / Supply Chain Management / Travel and Transport Logistics and/or Logistics Management. Degree (NQF 7) will be an advantage. At least three (3) years' relevant experience in the travel and accommodation field at supervisory level and overall Travel and Accommodation Management. Knowledge of Government Transport policies and Circular Financial Delegations, travel and transport logistics, transversal systems (Logis & BAS), PFMA and Public Service Act/Regulations and Treasury policies and prescripts. Good communication (verbal and written), job knowledge, interpersonal relations, managing conflict and emotional intelligence, time management, leadership and computer skills (MS Office packages). |
| <u>DUTIES</u> | : | Reconcile statement and verify travel invoices for payment purposes. Ensure correctness of invoices in all respects. Resolve disputes pertaining to travel in preparation for final reconciliation and payment. Verify and authorise requests memos and general travel administration. Ensure that booking requests are properly authorised, to ensure accountability. Verify authentication of cost centres prior to journal authorisation. Ensure the budget allocations are correct. Monitor travel services, stakeholder relations management. Ensure effective overall travel services. Management of appointed travel agency. Manage human resource and audit query. General supervision of employees. Ensure travel risks are minimized. Ensure compliance to the Departmental Transport Policy. Collect, verify and authenticate information for financial statements inputs and other oversight bodies. Submission of accurate and complete inputs for financial statements e.g. Accruals. Timely submission of accurate information to AGSA. |
| <u>ENQUIRIES</u> | : | Mr A. Diljan Tel No: 012 395-9511 |
| <u>POST 16/55</u> | : | <u>RADIOGRAPHER GRADE 1 REF NO: NDOH 13/2023</u> Directorate: Medical Bureau for Occupational Diseases |
| <u>SALARY</u> | : | Grade 1: R359 622 - R408 201 per annum, as per OSD |
| <u>CENTRE</u> | : | Johannesburg |
| <u>REQUIREMENTS</u> | : | A National Diploma or Bachelor's Degree in Diagnostic Radiography. Current registration with the Health Professions Council of South Africa (HPCSA) as a Diagnostic Radiographer. At least one (1) year relevant experience as a Diagnostic Radiographer after registration with the HPCSA. Knowledge of diagnostic procedures in accordance with the required competencies, radiation protection and safety, quality control (QC), quality assurance (QA) and correct KVP and MAS selection. Knowledge of quality control, ALARA principles and understanding of the Public Service Regulations. Knowledge of the general radiological process management, health and safety policies, national and provincial policies. Knowledge of provisioning and procurement procedures and departmental training and facilities, and basic levels of pattern recognition. Good communication (verbal and written), presentation, planning, organizing, problem solving, decision making, conflict and personnel management skills. Ability to treat patients with empathy and according to department protocols on patient support and Batho Pele Principals. |
| <u>DUTIES</u> | : | Ensure the quality of the clinical radiographic work, while ensuring quality service delivery and radiation protection on workers and ex mine workers accessing benefits medical examination at the Medical Bureau for Occupational Diseases. Register patients as and when x-rays are performed on them. Compile monthly statistical report on workers and ex workers accessing benefit medical examination and participate in outreach programs. Provide awareness, training, and support on BME process for benefit medical examination to the relevant stakeholders. Perform established administration duties and record keeping for the work. Perform all prescribed and implemented quality control tests daily, monthly, quarterly, and annually. Assist the administration unit with the processing of BME application, verifying of submitted BME application and capturing of BME application data. Management of risk and audit queries, while ensuring radiation safety to staff, patients, and the public. |

- ENQUIRIES** : Ms R Setuke Tel No: 011 356-5607
- POST 16/56** : **SENIOR INTERNAL AUDITOR REF NO: NDOH 18/2023 (X2 POSTS)**
Chief-Directorate: Internal Audit and Risk Management
(3 Year Contract)
- SALARY** : R359 517 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree / National Diploma (NQF 6) in Accounting / Internal Auditing qualification as recognized by SAQA. A completed Internal Audit Technician (IAT) programme and be a member of Institute of Internal Auditors. A completion of Professional Internal Audit (PIA program) will be an advantage. Knowledge of the Constitution of the RSA, 1996, PFMA and Treasury Regulation, Public Service Act, 1994, Public Service Regulation, 2016, and public service policies and procedures. Understanding and implementation of the audit process as well as knowledge in internal auditing, risk management and accounting. Good communication (written and verbal), supervisory, analytical, report writing and computer literacy (Microsoft Office package) skills. Ability to follow a proactive and creative problem-solving approach. A valid driver's license.
- DUTIES** : Contribute to the development of the Strategic Internal Audit plans. Participate in the identification of the key risk area for the institution emanating from current operations as set out in the strategic plan and risk management strategy and in the development of the three year strategic risk based internal audit plans. Provide assistance in the maintenance of efficient and effective controls in evaluating the principal recipient's/sub-recipient's control/objectives. Participate in the development of the proposals to determine the scope of allocated internal audit engagements. Collect, analyze and interpret data for purposes of the development of the engagement work programme. Collect information and participate in the compilation of reports to the management and audit committee/relevant governance structure. Compare progress reports against audit plan, participate in the compilation of quarterly and annual reports. Management of risk. Collect information and report to supervisor risks that relate to area of responsibility.
- ENQUIRIES** : Mr A Masemola Tel No: 012 395-8453
- POST 16/57** : **HUMAN RESOURCE PRACTITIONER REF NO: NDOH 16/2023**
Directorate: Human Resource Administration
- SALARY** : R294 321 per annum, (plus competitive benefits)
CENTRE : Pretoria
REQUIREMENTS : A National Diploma (NQF 6) in Human Resource Management as recognized by SAQA. At least two (2) years' experience in Human Resource Management field. Knowledge of PERSAL and understanding of the legislative framework governing the Public Service. Sound and in-depth knowledge of relevant prescripts and application of human resources as well as the Health Act and the Regulations pertaining to the Act. Good communication (verbal and written), interpersonal, problem solving, analytical, client orientated, organizing and computer literacy skills. Ability to maintain high level of confidentiality. A valid driver's license.
- DUTIES** : Fast track the filling of vacancies through overseeing the administration and implementation of the recruitment and selection process and being pro-active during the process. Management of risk through coordination of relevant post-interview processes and oversee timeous compilation and submission of the panel's recommendation for approval. Provide advice to all stakeholders to the process regarding policy and legislative requirements on a daily basis, maintain and update vacancy data and statistics monthly. Provide assistance in the development, review, analysing and monitoring of HR plan, policies, and guidelines as well as conducting information sessions/presentations.
- ENQUIRIES** : Ms N Mafikeng Tel No: 012 395-8609
NOTE : Preference will be given to African, Coloured, White and Indians males.

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Vhembe TVET College)
(Maluti TVET College)**

OTHER POSTS

POST 16/58 : **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: VTVET55/2023**

SALARY CENTRE REQUIREMENTS : R527 298 per annum
: Central Office
: Grade 12 Certificate or NC(V) Level 4 certificate or equivalent. An appropriate 3-year Diploma/Degree Qualification. Must have Assessor and Moderator Qualifications. SACE registration. A relevant post graduate qualification will serve as an added advantage. Five (5) years relevant experience in the TVET Sector delivering Academic Programmes or Occupational and Skills Programmes. Computer literacy (Preferable in MS Office) and a valid driver's license.

DUTIES : Identify new market trends to determine needs and opportunities; formulate strategies to expand delivery of occupational programmes. Facilitate administrative management of projects (including requisite registration of learners with respective authorities) verification and certification of programmes on offer in the projects; Occupational qualifications policy development and implementation; OHS compliance; moderations with the respective authorities including QCTO, SETA's, DHET and host employers; Develop and review procedures and templates for the implementation of occupational learning programmes. Manage and facilitate registration of learning programmes. Registration of project facilitators, assessors, RPL practitioners and moderators with the respective authorities. Partnerships with industries. Facilitate the certification process for competent learners in accordance with relevant legislation and QCTO requirements. Ensure development and implementation of relevant policies. Keep abreast with the latest district, regional and national skills needs to ensure relevance, quality assure all occupational projects assigned to the campuses.

ENQUIRIES APPLICATIONS : should be directed to Ms Makungo F Tel No: 015 963 7095/7066
: quoting the relevant reference number to the Principal, Vhembe TVET College, Private bag X2136, SBASA, 0970 or applications may also be hand delivered to the HR Manager at central office, site 203. Unit A, Sibasa.

NOTE : applications must be submitted accompanied by the prescribed Z83 (obtainable from any Public Service Department or on the internet at (www.gov.za/document)), which must be completed in full, signed and dated by the applicant. please submit only the Z83, a detailed Curriculum Vitae indicating relevant qualifications and experience for the post. Please note certified copies of qualifications and other relevant documents will be required on or before the day of the interview. NB: Vhembe TVET College is an equal opportunity employer and the College reserves the right to withdraw any post at any time. Correspondence will be limited to short-listed candidates only. All successful candidates will be subjected to verifications and screening of background before appointment. Applicants who have not been contacted within three months of the closing date of advertisement should accept that their applications were unsuccessful.

CLOSING DATE : 26 May 2023 at 12:00

POST 16/59 : **ASSISTANT DIRECTOR: STUDENT SUPORT SERVICES REF NO: HO/07/23**

SALARY CENTRE REQUIREMENTS : R527 298 per annum, plus benefits
: Head Office
: Matric and a recognised Bachelor of Psychology, BA Degree or relevant qualification. At least five-years relevant experience in a Student Support environment with a minimum of two-years supervisory experience and two-years in Education/Teaching and Learning environment or related field. Advanced experience in interpretation, development or related field. A valid driver's licence.

- DUTIES** : Oversee the administration of the Service Support Services unit. Manage student counselling across the college. Provide students with career guidance, counselling and academic support. Oversee and maintain the sport, recreation, arts and culture activities for the students. Facilitate student governance and student leadership development. Management of all Human, Financial and other resources of the unit.
- ENQUIRIES APPLICATIONS** : Mr. L Blani Tel No: 041 996 1836/1800/8849 or 067762611
Should be directed to HRrecruit@emcol.co.za or hand delivered to: Human Resources Section; Eastcape Midlands TVET College; Brickfields Road Campus; 02 Brickfields Road Uitenhage, 6229.
- NOTE** : To Apply: Applications must be submitted on a completed and signed Z83 form for support staff posts, comprehensive CV. Failure to submit the requested documents will result in the application not being considered. Faxed and late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within two months after the closing date may regard their application as being unsuccessful. Eastcape Midlands TVET College is an equal opportunity employer and reserves the right not to appoint. People with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023
- POST 16/60** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: HO/08/23**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum, plus benefits
Head Office
Matric and a recognised Bachelor Degree /B. Tech (NQF 7) in Accounting/ Financial Management/ Cost and Management Accounting. At least 5 years' relevant experience in Finance with at least 2 years supervisory experience and 2 years functional experience in Finance. Completed articles and external auditing experience will be an added advantage. Experience in the TVET sector will be an added advantage. A valid driver's licence.
- DUTIES** : Collection and Recording of Revenue - Cashier, banking services and electronic payments - Debt Management - Monitoring and reporting on revenue. Expenditure Management - Compensation of employees - Goods and services - Transfers and subsidies. Reporting. Year end and month end close out processes and procedures. Supervise employees to ensure an effective financial accounting service. Liaise with Auditors (internal and external).
- ENQUIRIES APPLICATIONS** : Ms. N Thompson Tel No: 041 996 1901
Should be directed to HRrecruit@emcol.co.za or hand delivered to: Human Resources Section; Eastcape Midlands TVET College; Brickfields Road Campus; 02 Brickfields Road Uitenhage, 6229
- NOTE** : To Apply: Applications must be submitted on a completed and signed Z83 form for support staff posts, comprehensive CV. Failure to submit the requested documents will result in the application not being considered. Faxed and late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within two months after the closing date may regard their application as being unsuccessful. Eastcape Midlands TVET College is an equal opportunity employer and reserves the right not to appoint. People with disabilities are encouraged to apply.
- CLOSING DATE** : 26 May 2023
- POST 16/61** : **ASSISTANT DIRECTOR: HUMAN RESOURCES REF NO: HO/08/23**
- SALARY CENTRE REQUIREMENTS** : R424 104 per annum, plus benefits
Head Office
Matric and a National Diploma / Degree in Human Resources Management / Public Administration / Public Management or relevant qualification (NQF Level 6/7). At least 5 - 10 years in an HR environment with at least 2 years supervisory experience. Experience in the TVET sector will be an added advantage. A valid driver's licence.
- DUTIES** : Oversee Human Resources Management and Administration services. Oversee Human Resources Development services. Coordinate and facilitate Organisational Development services. Coordinate and facilitate Human Resources Planning (HRP) and Employment Equity (EE) Services. Provide Employee Health and Wellness (EHW). Develop and implement Human Resources policies and manuals. Management of all Human, Financial and other resources of the unit. Manage Recruitment and Selection and report accordingly. Provide training, guidance and support to HR Staff, Line Managers

and Employees. Authorize and quality assure all mandates and transactions related to OSD and non-OSD appointments, transfers, terminations, salary administration and management of conditions of service etc. Manage grading of ALL staff. Manage Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR). Manage the Performance Plan and Development System (PMDS/IQMS) of all staff in the institution and staff under supervision. Develop and monitor Operational Plans and SOP's related to HR. Overall Management of Human Resources general administration in the human resources management division which includes amongst others, service benefits, recruitment and selection, effective management of staff establishment and leave management. Perform any other duties delegated by the Head of Department.

ENQUIRIES APPLICATIONS : Ms. N Thompson Tel No: 041 996 1901
 : Should be directed to HRrecruit@emcol.co.za or hand delivered to: Human Resources Section; Eastcape Midlands TVET College; Brickfields Road Campus; 02 Brickfields Road Uitenhage, 6229.

NOTE : To Apply: Applications must be submitted on a completed and signed Z83 form for support staff posts, comprehensive CV. Failure to submit the requested documents will result in the application not being considered. Faxed and late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within two months after the closing date may regard their application as being unsuccessful. Eastcape Midlands TVET College is an equal opportunity employer and reserves the right not to appoint. People with disabilities are encouraged to apply.

CLOSING DATE : 26 May 2023

POST 16/62 : **HEAD OF ADMINISTRATION**

SALARY CENTRE : R424 104 per annum, plus benefits
 : High Street Campus Ref No: HS/03/23
 : Park Avenue Campus Ref No: PA/03/23
 : Heath Park Campus Ref No: HP/02/23
 : Thanduxolo Campus Ref No: TDX/02/23
 : Charles-Goodyear Campus Ref No: CGY/03/23
 : Graaff-Reinet Campus Ref No: GRT/06/23
 : Grahamstown Campus Ref No: GT/02/23

REQUIREMENTS : Matric and a National Diploma (NQF 6) in Public Management/ Administration or relevant qualification. An appropriate Qualification in Education or advanced diploma in Education will be an added advantage. A minimum of five-years relevant experience in the TVET sector. A minimum of three-years of supervisory experience in the TVET sector with strong administration background. A valid driver's license.

DUTIES : Good understanding of both NCV, Report 191 and Occupational programmes. Understanding of the CET legislation. Oversee the academic and student administration support services. Oversee student registration and examination administration process. Oversee and coordinate human resource administration services. Oversee and coordinate financial, asset and supply chain management services. Oversee campus infrastructure, maintenance and fleet management services. Provide general administration support services and maintain a proper filing system. Management of human, physical and financial resources: General management and supervisory.

ENQUIRIES APPLICATIONS : Ms. N Thompson Tel No: 041 996 1901
 : Should be directed to HRrecruit@emcol.co.za or hand delivered to: Human Resources Section; Eastcape Midlands TVET College; Brickfields Road Campus; 02 Brickfields Road Uitenhage, 6229

NOTE : To Apply: Applications must be submitted on a completed and signed Z83 form for support staff posts, comprehensive CV. Failure to submit the requested documents will result in the application not being considered. Faxed and late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within two months after the closing date may regard their application as being unsuccessful. Eastcape Midlands TVET College is an equal opportunity employer and reserves the right not to appoint. People with disabilities are encouraged to apply.

CLOSING DATE : 26 May 2023

POST 16/63 : **PROJECT CO-ORDINATOR NATIONAL SKILLS FUND & SPECIAL PROJECTS REF NO: MALUTITVET/PC/KWE008/2023**
College Council Appointment: 3 Years Contract

SALARY : R294 321. per annum (Level 07)
CENTRE : Kwetlisong Campus (Phuthaditjhaba)
REQUIREMENTS : National Senior Certificate/Grade 12/Standard 10 or NCV Level 4. 3-year Recognized National Diploma/Degree (NQF 6) in Project Management or relevant qualification. Minimum of two years' experience in coordinating occupational programmes. Minimum of two years' experience in coordinating projects. Minimum of three years' experience in working with SETA's. Recommendation: Unendorsed Valid Driver's Licence. Computer literacy. Leadership, management, and project management skills. Good communication, report writing and presentation skills. Ability to work independently as well as in a team. Planning, organising, leading, and control skills.

DUTIES : Planning, overseeing, and leading the NSF projects from commencement through to completion. Interact with a range of internal and external stakeholders involved with the NSF project. Oversee the compilation of performance and financial reports. Present reports to the relevant stakeholders. Participate in NSF verification processes. Track the NSF budget spending and report accordingly. Lead the NSF project planning sessions. Coordinate staff and internal resources. Manage NSF project progress and adapt work as required. Ensure NSF projects meet deadlines as per the NSF requirements. Manage relationships with clients and stakeholders. Design and facilitate the signing off on contracts and other relevant documents. Oversee all NSF related incoming and outgoing project documentation. Conduct project review and draw detailed reports as and when needed. Managing large and diverse teams and work collaboratively with all units at the college.

ENQUIRIES : Mr L Ubisi/ Ms TP Mathipe Tel No: 058 303 1732
APPLICATIONS : All applications should be posted to: Assistant Director Human Resource Management & Development: 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. No Faxed or Emailed applications will be accepted.

NOTE : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutivet.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. Correspondence 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 : 02 June 2023 at 13:00