

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

*Elangeni Technical Vocational Education and Training College is an Equal opportunity employer and is inviting applications from suitable qualified applicants for these permanent posts, based at its Pinetown Office*

<b><u>CLOSING DATE</u></b>	:	09 June at 13h00
<b><u>APPLICATIONS</u></b>	:	All applications must be hand delivered to Elangeni TVET College, Central Office, 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
<b><u>NOTE</u></b>	:	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.

**OTHER POSTS**

<b><u>POST 18/27</u></b>	:	<b><u>SENIOR STUDENT SUPPORT SERVICES OFFICER-REF NO: HRM 10/2023</u></b> Student Support Services
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12, National Diploma (NQF level 6) in Psychology/Social Science, Equivalent qualification or related qualification.3-5 years' experience in Student support administration/teaching and learning environment or related Field.
<b><u>DUTIES</u></b>	:	Ensure the overall supervision and coordination of student support services. Ensure the overall supervision and provision of student counselling services. Ensure the overall supervision and implementation of the student work. Placement and Work Integrated Learning (WIL) polices. Ensure the overall and provisioning of career guidance, counselling and academic support for students. Ensure the overall supervision and facilitation of student governance student leadership development and exit support programme. Ensure the overall supervision and implementation of sport, recreation, arts and culture programs in the entire college. Supervise human, physical and financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr NE Mkhize Tel No: 031 492 4363
<b><u>POST 18/28</u></b>	:	<b><u>SENIOR MANAGEMENT INFORMATION SYSTEM (MIS OFFICER) REF NO: HRM11/203</u></b> Management Information System
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Elangeni TVET College, Central Office
<b><u>REQUIREMENTS</u></b>	:	Grade 12, National Diploma (NQF level 6)/ Bachelor's Degree in Information Management/Data Management or equivalent qualification.3-5 years working Experience in DATA Management/TVETMIS Environment or any relevant Knowledge.
<b><u>DUTIES</u></b>	:	Ensure the overall supervision and proper management of TVETMIS, capturing Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics. Ensure the overall supervision and verification of Inputs captured on Coltech system and other related systems. Ensure the

Overall supervision and administration of all academic and student related System programmes, course and qualification. Ensure the overall supervision Maintenance of MIS Licenses are renewed before expiry dates. Supervise Human physical and financial resources.

**ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363

**POST 18/29** : **PERSONAL ASSISTANT REF NO: HRM12/2023**  
Office of the Principal

**SALARY** : R294 321 per annum (Level 07)  
**CENTRE** : Elangeni TVET College, Central Office  
**REQUIREMENTS** : Grade 12 or equivalent NQF Level 4 qualification. An appropriate & relevant National Diploma/Degree (NQF 6/7) in Secretarial, Office Administration, Office Management & Technology or Management Assistant. Minimum of 3 years' experience as Personal assistant or Secretary. A Valid Driver's license. Knowledge on the relevant legislation/policies/prescripts and Procedures. Must be Computer literate (Ms Office Package is essential. Good Communication Skill-Both verbal and written, have good interpersonal Skills, work independently and as a team member. Ability to work Under pressure.

**DUTIES** : Provide Secretarial/Administrative support service to the College Principal. Receive telephone calls in an environment where, in addition to the calls for the College Principal, discretion is required to decide to who the call should be forwarded. In the process the job in incumbent should finalize some enquires. Operate and ensure that the office equipment such as Laptops Photocopiers are in good working order. Respond to enquires received from Internal and external stakeholders. Provide support to the College Principal Regarding meetings. Manage daily diary of the College Principal. Collect and Compile all necessary documents for the College Principal to inform her on the contents. Record minutes/decision and communicate to relevant role player, follow up on progress made.

**ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363

**POST 18/30** : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: HRM 13/2023**

**SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Elangeni TVET College, Central Office  
**REQUIREMENTS** : Grade 12, Recognized National Diploma or Bachelor Degree in Supply Chain Management or equivalent qualification. Two (2) years' experience in the related field. Knowledge and understanding of the legislative framework Governing the public services. Understanding, interpreting and correct Application of the SCM Policy and prescript. Knowledge of public sector Policies and practices. Knowledge of pastel evolution system. Knowledge of Procedures in terms of the working environment. Knowledge of Supply Chain Procedures of supply chain procedure. Knowledge of Department of Higher

**DUTIES** : Receive files with quotations from suppliers Prepare files for evaluation of tenders above R30 000 by BEC Facilitate/arrange the evaluation meeting for the BEC Assistant in processing of the RFQ for manual selection, if the need arises Provide support in tender process.

**ENQUIRIES** : Mr NE Mkhize Tel No: 031 492 4363