

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING**  
**(Northern Cape Urban TVET College)**  
**(Tshwane North TVET College)**

**ERRATUM:** Kindly note that the following posts were advertised in the DPSA Circular No 20 of 2023 dated 02 June 2023, with incorrect requirements and duties (a) The following post of Human Resources Clerk: Corporate Services (Ref No.: DHET171/05/2023 was advertised incorrectly with the wrong Centre Name, the correct Centre Name is Cape Town. (b) The following post of Assistant Director: Enterprise Document Management and Registry (Ref No: DHET9805/2023) on salary level 9 was advertised with incorrect qualifications requirements, the correct qualifications requirements of the post: An appropriate bachelor's degree/national diploma (NQF Level 6) in Records Management, Public Administration, or related qualification. A minimum of three (3) to five (5) years of supervisory experience in document management and registry experience. A certificate in Archiving, records management, and knowledge and understanding of financial management will be an added advantage. (c) The following posts of Deputy Director: Electrical: Indlela Artisan Training and Assessment, (Ref No: DHET63/05/2023, Chief Artisan Grade B: Millwright: Indlela Artisan Training and Assessment (Ref No: DHET88/05/2023), Assistant Director: Policy and Evaluation (Ref No: DHET106/05/2023) on salary level 9 and Personal Assistant in the Office of the Executive Officer of National Skills Fund (Ref No: DHET122/05/2023) has been withdrawn by the Department of Higher Education and Training. The following posts were advertised with incorrect reference numbers, (d) The post of Assistant Director: Assets and Facilities Management (Ref No: DHET96/05/2023 was advertised with incorrect years of experience, the correct minimum years is three (3) to five (5) years of supervisory experience. (e) The post of Assistant Director: Information Communication Technology (Ref No.: DHET97/05/2023 was advertised with incorrect years of experience, the correct minimum years is three (3) to five (5) years of supervisory experience (f) The post of Security Officer: Northern Cape Regional Office, the correct reference number is (Ref No: DHET183/05/2023, (g) The post of Food Services Aid Services: Indlela Artisan Training and Assessment, the correct reference number is (Ref No: DHET184/05/2023, (h) The post of Groundsman General Maintenance Worker (X3 Posts): Indlela Artisan Training and Assessment, the correct reference number is (Ref No.: DHET185/05/2023), (i) The post of Linen Store Assistant: Hostel: Indlela Artisan Training and Assessment, the correct reference number is (Ref No: DHET186/05/2023, (j) The post of Trade Aids Assessment: Indlela Artisan Training and Assessment, the correct reference number is (Ref No.: DHET187/05/2023), (k) The post of Security Officer: Gauteng and Free State Regional Office, the correct reference number is (Ref No.: DHET188/05/2023, (l) The post of Handyman: Facilities Management, the correct reference number is (Ref No: DHET189/05/2023), Enquiries: Mr D Moyane 012 943 3105/Ms N Liwane, 012 312 6365, closing date is 07 July 2023

**OTHER POSTS**

<b><u>POST 21/43</u></b>	:	<b><u>SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: NCUTVET/DHET 2023/10</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Kimberley (Central Office)
<b><u>REQUIREMENTS</u></b>	:	An appropriate three (3) years National Diploma in Accounting/ Financial Management or equivalent qualification (NQF level 6), 3-5 years' experience in the financial management environment Computer literacy in Microsoft. Good verbal and written communication skills, including presentation and report writing skills. Recommendations: Knowledge of financial functions, and practices as well as the ability to capture data, operate computers and collate financial statistics. Knowledge of financial accounting procedures, methods, and principles established for processing specific salary/ financial transactions. Knowledge of the Public Service financial legislations, procedures, and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of financial operating systems (PERSAL, BAS, ITS, SAGE VIP, etc

- DUTIES** : The incumbent will be responsible for: Ensure overall supervision and coordination of the annual budgeting process. Ensure overall supervision and perform monthly budgetary and expenditure. Analysis. Ensure overall supervision, analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Ensure overall supervision and coordination of the budget adjustments process. Ensure overall supervision and monitor expenditure trends and reconciliation. against budget and cash flow projections. Ensure overall supervision, coordination, review, analysis and quality assure the management accounting reporting processes. Supervise human, physical, and financial resources. Compile monthly, quarterly, and annual reports against the audit plan. Compile monthly, quarterly, and annual reports against the risk register.
- ENQUIRIES** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
- APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300, or hand deliver to HR Department at 39 Long Street Kimberley
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment issued by the Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender, and disability) in the Department through the filling of posts.
- CLOSING DATE** : 14 July 2023
- POST 21/44** : **SENIOR LABOUR RELATIONS OFFICER REF NO: TNC/CO/23-06/1**  
Nature of Appointment: Permanent
- SALARY** : R359 517 per annum (Level 08), plus benefits
- CENTRE** : Central Office
- REQUIREMENTS** : Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Labour Relations/Labour Law or equivalent qualification. At least 3 years' experience in labour relations. Computer literacy (Microsoft Office Suite, Ms Word, Ms Excel, Ms PowerPoint). A valid driver's licence. Competencies, Abilities and Skills: Must have excellent presentation skills, ability to communicate well with people at different levels and from diversified backgrounds. The prospective appointee should have sound verbal and written communication skills, sound organizational and planning skills. High level of reliability and ability to handle confidentiality. Must have sound analytical thinking and research skills. High level of conflict management skills and ability to be part of negotiations. Ability to act with tact and discretion and handle conflict. Good telephone etiquette and interpersonal skills. Excellent report writing skills. Ability to work under pressure and to take initiative. Ability to work independently and in a team. Sound knowledge and understanding of the Continuing Education and Training (CET) Act, Public Service Regulations, Public Service Act and a myriad of other relevant human resource legislative imperatives. Accountability and ethical conduct.
- DUTIES** : Administer and investigate grievances. Investigate, initiate and/or preside over misconduct cases. represent the College at conciliation and arbitrations and facilitate the implementation of settlement agreements and arbitration awards. ensure compliance with legislative framework relating to grievances and disputes. keep or maintain statistical records in respect of all grievances, disciplinary and disputes handled within the College. compile reports/submissions in respect of grievances, disputes, advice on industrial action matters. promote sound labour peace within the College. produce monthly reports and analyse the reports to establish trends and develop interventions where required. contribute to the College's planning and monitoring and evaluation processes. manage the implementation of policies, resolutions, plans and strategies relating to labour relations. ensure compliance with legislative framework and monitor and evaluate

implementation thereof, as well as suggest improvements where necessary. develop internal control measures, guidelines and standard operating procedures on labour relations in line with National and Departmental human resource practices, guidelines and policies. conduct in-service training and induction of staff on labour related matters. attend to audit queries including the implementation of recommendations thereof. advice management, employees on labour relations practices, procedures, guidelines and policies, etc. support the Human Resource Manager in achieving the strategic objectives of the College on labour relations management. be willing to undergo continuous training and development. attend and run meetings.

**ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau Tel No: 012 401 1927 / Ms JM Nyalunga Tel No: 012 401 1940

**APPLICATIONS** : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 or hand-deliver to: corner Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.

**NOTE** : must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license, and identity document. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. 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). Shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regards to race, gender, and disability. People with disability are encouraged to apply. Tshwane North TVET College would like to invite suitably qualified, innovative, result-orientated and self-driven candidates to apply for the vacant positions.

**CLOSING DATE** : 07 July 2023 at 12:00

**POST 21/45** : **SENIOR REGISTRATION OFFICER: REGISTRATIONS REF NO: NCUTVET/DHET 2023/11**

**SALARY** : R359 517 per annum (Level 08)  
**CENTRE** : Kimberley (Northern Cape Urban TVET College)  
**REQUIREMENTS** : An appropriate National Diploma in Business Administration /Public Management/Administration (NQF level 6). 3 years' experience in the college environment of which 2 years should be on the supervisory level. Computer literacy in the Microsoft suite and a valid driver's license is a prerequisites. Good verbal and written communication skills, including presentation and report writing skills. Recommendations: Knowledge of the Public TVET and Higher Education sector and regulatory and legislative framework. Knowledge and understanding of the TVETMIS, and ITS systems. Knowledge of the applications and registration processes of the College. Knowledge of the following Acts: Public Service, Public Regulations, Labour Relations, PSET, and CET. Advanced Computer Literacy packages such as Microsoft Excel, PowerPoint, MS Word, group-wise Internet, etc. Good communication skills (written and verbal). Ability to work under pressure and independently. Willingness to occasionally work after hours when needed.

**DUTIES** : The incumbent will be responsible for: Ensure overall supervision and administering of student applications, and registrations. Ensure supervision and rendering of accurate capturing of registration data on student database and verification of forms. Ensure that Internal Prelims are accurate without errors. Ensure the safekeeping and updated record-keeping systems. Ensure that correct information on College PQM is given to exhibitors. Provide guidance on testing of students, with regard to choices of and placement within programmes. Maintain and update the database of students enrolled within

		programmes. Ensure supervision and administering of learning materials. Supervise human, physical, and financial resources.
<b><u>ENQUIRIES</u></b>	:	E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
<b><u>APPLICATIONS</u></b>	:	Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote retrospectivity: (race, gender and disability) in the Department through the filling of posts.
<b><u>CLOSING DATE</u></b>	:	14 July 2023
<b><u>POST 21/46</u></b>	:	<b><u>SENIOR FACILITIES OFFICER REF NO: NCUTVET/DHET 2023/12</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Kimberley (Northern Cape Urban TVET College)
<b><u>REQUIREMENTS</u></b>	:	Recognized three (3) year National Diploma in Facilities Management, three-year National Diploma (NQF 6) /Degree in Construction Management/Quantity Surveyor. 3-5 years experience in facilities administration environment/field. Added advantage, OHS certificate, Driver's license, CIEG. Recommendations: Knowledge of property evaluation methodology. Knowledge of lease agreement negotiations and BBBEE procedure. Knowledge of OHSAS 18001. Knowledge of Project Management. Knowledge of Treasury and PFMA Regulations. Knowledge of vehicle maintenance and services procedures. Knowledge of building maintenance. Knowledge of fleet disposal procedure. Knowledge and understating of the legislative framework governing the Public Services. Knowledge of traffic laws. Monitoring and evaluation of Maintenance Plans. Knowledge of the Department of Higher Education mandate, Planning and organizing, Communication (Good verbal and written), Computer Literacy, Flexibility, Customer Care services, Report writing, Flexibility, Teamwork.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for: Ensure overall supervision and provision of conducive working environment services in terms of the OHS Act. Ensure overall supervision and provision of infrastructure maintenance services. Ensure overall supervision and the provision of safety and security services. Ensure overall supervision and the provision of transport services. Ensure overall supervision and provision of cleaning services. Supervise human, physical, and financial resources.
<b><u>ENQUIRIES</u></b>	:	E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
<b><u>APPLICATIONS</u></b>	:	Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300, or hand deliver to HR Department at 39 Long Street Kimberley
<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment issued by the Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender, and disability) in the Department through the filling of posts.
<b><u>CLOSING DATE</u></b>	:	14 July 2023

<b><u>POST 21/47</u></b>	:	<b><u>FINANCIAL AID OFFICER REF NO: NCUTVET/DHET 2023/13</u></b>
<b><u>SALARY</u></b>	:	R294 321 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Kimberley (Northern Cape Urban TVET College)
<b><u>REQUIREMENTS</u></b>	:	Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Accounting/ Financial Management/ Financial Information System or any finance-related qualification. Must have three years of experience in a financial environment. Computer literacy. Recommendations: Knowledge of public Service financial legislations, PFMA, DORA, PPPFA, and financial manual and other Departmental related Legislations. Basic Knowledge of practices as well as the ability to capture data, operate computers and collate financial statistics. Knowledge of basic financial operating systems (ITS, etc). Understanding of student financial aid systems and bursaries. Interpersonal relations, accuracy, aptitudes of figures administrative skills, and communication skills (both writing and verbal). A valid Driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for: Coordinating student bursary schemes and financial aid administrative support services on all campuses. Administering the financial aid schemes and assisting in the timeous allocation of bursary funds to students' accounts capturing on the system. Assist in ensuring the correctness of bursary claims against students' billing. Reviewing application for financial aid. Reviewing College data before sending it to NSFAS provisionally funded students. Coordinating the authorization of disbursement funds. Assist in ensuring that the College receives tuition allocation from Funders. Ensure that a database of consecutive financial years is kept and a close-up report is compiled. Reporting on all bursary and financial aid allocations to the financial aid committee and other stakeholders. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
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<b><u>NOTE</u></b>	:	Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representativity: (race, gender, and disability) in the Department through the filling of posts.
<b><u>CLOSING DATE</u></b>	:	14 July 2023
<b><u>POST 21/48</u></b>	:	<b><u>PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: NCUTVET/DHET 2022/14</u></b>
<b><u>SALARY</u></b>	:	R294 321 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Kimberley (Northern Cape Urban TVET College)
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's Degree (NQF 7) in Psychology / BA. Social Work (Major in Psychology). A minimum of three (3) to five (5) years of practical experience in the Employee Health and Wellness environment. Willingness to travel and a valid driver's licence. Computer literacy in the Microsoft suite and a valid driver's license are prerequisites. Good verbal and written communication skills, including presentation and report writing skills. Recommendations: Knowledge of Health and Wellness policies, processes, and systems. Knowledge of Employee Health and Wellness Integrated Strategic Framework in the Public Service. Sound knowledge of all four EHW Pillars, in-depth knowledge in conducting counselling, psychoeducation, and trauma debriefing. EH&W candidates who are registered with the respective professional bodies will have an added advantage. Understanding of all Pillar processes and COID Act. Interpersonal relations skills. Communication skills (written and verbal) presentation and listening). Analytical thinking, problem-solving and decision-making skills, Innovative and creative, Project

- management skills, presentation skills, Strategic capability, Client orientation, change management skills, report writing skills, confidentiality, and code of ethics. Understanding of Public Service legislation, regulations, and policies.
- DUTIES** : The incumbent will be responsible for: Administer the Employee Health and Wellness Programme. Assist with the planning, coordination and implementation of all Health and Wellness interventions. Assist with the evaluation of the impact of employee health and wellness programmes. Provide education and awareness on health and wellness related issues. Provide advice and guidance to management and staff on EH&W related matters. Ensure the monitoring and evaluation of the EH&W. Benchmark EH&W practices to ensure best practice in all EH&W programmes for Regional Office, CET and TVET Colleges staff. Promote health awareness and the facilitation of health-related events, activities, and interventions (Wellness Day, HIV/AIDS, etc.). Conduct counselling, psycho-education, and trauma debriefing. Facilitate and monitor the implementation of any required recommendations made by the service providers. Ability to unpack and analyse the implementation of incapacity leaves and the management of sick leave trends, compiling submission on ill-health Retirement for the employees. Managing wellness centre, providing First-Aid to employees and management administration of Injury on duty. Active case management. Effective record management. Compiling and writing EH&W reports, system monitoring tools and submissions/internal and external memorandums. Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Compile monthly, quarterly and annual reports against the audit plan. Compile monthly, quarterly and annual reports against the risk register. Perform any other related
- ENQUIRIES** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074
- APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
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- CLOSING DATE** : 14 July 2023
- POST 21/49** : **CHIEF ADMINISTRATION CLERK: HUMAN RESOURCE ADMINISTRATION REF NO: NCUTVET/DHET 2023/15**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum (Level 07)  
: Kimberley (Northern Cape Urban TVET College)  
: An appropriate three (3) years Recognized National Diploma in Human Resource Management/Development (NQF level 6). Relevant PERSAL Certificates. 2-3 years relevant experience in Human Resource Management / Administration environment. Extensive knowledge of PERSAL System. Good verbal and written communication skills, including presentation and report writing skills. Recommendations: Understanding and utilisation of the PERSAL system. Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.). Knowledge and understand of human resource prescripts and practice.
- DUTIES** : The incumbent will be responsible for: Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.). Implement termination of services. Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at

interviews, absorptions, probation periods etc.). Supervisor human resources / staff.

**ENQUIRIES APPLICATIONS** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
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**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

**CLOSING DATE** : 14 July 2023

**POST 21/50** : **SUPPLY CHAIN ADMINISTRATION CLERK REF NO: NCUTVET/DHET 2023/16**

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Kimberley (Northern Cape Urban TVET College)  
: Senior Certificate or equivalent. Appropriate National Diploma (NQF level 6) in Accounting, Financial, and Business Management. One year experience in an Asset Management environment. Computer Literacy. Recommendations: Knowledge of BAS / ITS system. Knowledge of CET Act, PPPFA, PFMA, BBEE, Treasury Regulations, and other relevant prescripts. Sound planning and organizing skills, administrative skills, and communication skills (both written and verbal). Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

**DUTIES** : The incumbent will be responsible for: Placing and issuing of orders. Render asset management clerical support. Compile and maintain records (e.g asset records/databases). Check and issue furniture, equipment and accessories to components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support. Update and maintain a supplier (including contractors) database. Register suppliers on Logis or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services. Productiondoc.docx. Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers

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: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley

**NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention

to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

- CLOSING DATE** : 14 July 2023
- POST 21/51** : **ADMINISTRATION CLERK (FINANCE) REF NO: NCUTVET/DHET 2023/17**
- SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Kimberley (Northern Cape Urban TVET College)  
**REQUIREMENTS** : Grade 12/NCV L4. A minimum of 1 year of experience in a Finance environment will be an added advantage. 2 Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury regulations. Computer literacy in the Microsoft suite and a valid driver's license are prerequisites. Good verbal and written communication skills, including presentation and report writing skills. Recommendations: 2 Knowledge and understanding of the Public Finance Management Act (PFMA) and Treasury regulations.
- DUTIES** : The incumbent will be responsible for: Assist with project reconciliation for Occupational Programmes. Assist with the payment of learner stipends. Assist with the processing of procurement for Occupational Programmes. Issuing invoices to funders and following up on their payments. Proper filing of project documents for Audit purposes. Receive and assess quotations to ensure that they comply with the minimum requirements and procedures of SCM. Ensure proper filing and safekeeping of documents. Ensure timeous processing of payments to suppliers. Receiving, verifying, and issuing stock items. Prepare requests for invoices to Funders and follow up on their payments. Perform other duties as delegated by the Supervisor. Ensure an accurate and updated database of student is maintained. Ensure that a database of Accreditation is maintained and updated
- ENQUIRIES** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
**APPLICATIONS** : Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
- CLOSING DATE** : 14 July 2023
- POST 21/52** : **ADMINISTRATION CLERK (MARKETING AND COMMUNICATION) REF NO: NCUTVET/DHET 2023/18**
- SALARY** : R202 233 per annum (Level 05)  
**CENTRE** : Kimberley (Northern Cape Urban TVET College)  
**REQUIREMENTS** : Grade 12, Recognised three-year National Diploma (NQF Level 6) in Communication/ Marketing/Public Relations or equivalent qualification in the relevant field will be an added advantage. Minimum of 1-2 years working experience in Marketing and Communication. Computer literacy in the Microsoft suite and a valid driver's license are prerequisites. Good verbal and written communication skills, including presentation and report writing skills. Recommendations: Knowledge of social media practice and channels, understanding of the importance of brand guidelines, graphic design and application across a range of channels, knowledge, and understanding of stakeholder management, event management, digital marketing, and website maintenance. Knowledge of policies and government environment of TVET Colleges including knowledge of annual reporting requirements by Higher Education Institutions. Good communication skills (verbal and written), ability to read and write, pay attention to details, sound interpersonal relations, and good telephone etiquette. Computer literacy and high level of reliability.



- DUTIES** : The incumbent will be responsible for: Assist in marketing, promotion, and branding services. Assist in the coordination of public relations and media liaison services. Assist in the coordination of photographic services and drafting articles. Assist in the coordination of College events and communication administration services. Assist in updating the content, design, and layout of the College website. Perform other related functions in the area operation assigned by the manager.
- ENQUIRIES APPLICATIONS** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
- CLOSING DATE** : 14 July 2023
- POST 21/53** : **ADMINISTRATION CLERK (STUDENT SUPPORT SERVICES) REF NO: NCUTVET/DHET 2023/19**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Kimberley (Northern Cape Urban TVET College)  
: Grade 12/NCV L4. Recognised three (3) National Diploma (NQF level 6) in Psychology / Social Science will be an added advantage. 1-2 years in Student Support Administration environment or related field. Computer literacy in the Microsoft suite and a valid driver's license are prerequisites. Good verbal and written communication skills. Recommendations: Knowledge of PSET and CET Act. Knowledge and understanding of Student Support Services Act. Knowledge and understanding of electoral processes. Knowledge of Teaching and Learning. Knowledge of career guidance and extra-curricular activities. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Knowledge of the National Student Financial Aid Scheme and related legislation. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge of the Ethical regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge of Education Act.
- DUTIES** : The incumbent will be responsible for: Assist in providing student support services such as attendance. Assist in implementing student work placement and Work Integrated Learning (WIL) policies. Render administrative services on career guidance, counselling and academic support for students. Assist in implementing the sport, recreation, arts and culture programs for student in the campus. Render administrative services for student governance and student leadership development and exit support programme.
- ENQUIRIES APPLICATIONS** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention

to promote representivity: (race, gender, and disability) in the Department through the filling of posts.

- CLOSING DATE** : 14 July 2023
- POST 21/54** : **ADMINISTRATION CLERK (CAMPUS FACULTY) REF NO: NCUTVET/DHET 2023/20**
- SALARY CENTRE REQUIREMENTS** : R202 233 per annum (Level 05)  
: Kimberley (Northern Cape Urban TVET College)  
: Grade 12/NCV L4. Recognised three (3) National Diploma (NQF level 6) in Management Assistant. 1-2 years in Administration environment or related field. Must be able to work on ITS System. Computer literacy in the Microsoft suite and a valid driver's license are prerequisites. Good verbal and written communication skills. Recommendations: Basic knowledge of clerical duties, capturing of data, operating computer and collecting statistics. Knowledge and understating of legislative framework governing the Public Services. Knowledge of procedures in terms of the working environment.
- DUTIES** : The incumbent will be responsible for: Registration of full-time students at the start of each year, semester and registration of exam only candidates on ITS System. Send exam entries of prelims to Department. Administration involved with correspondence students. Do changes of registration or students details on DHET (prescribed form). Ensure all term marks are entered on ITS system before marks are sent to DHET. Print and prepare checklists for student to sign for enrolment details, give to lecturers to let students sign forms in classes, do any corrections on ITS. Prepare letter and forms of student who apply for remarking or rechecking of answer scripts, send to DHET. Keep student records for diploma application, for the following year's Diploma ceremony. Prepare permits to be handed out to students after prize giving ceremony. Attach information letter, exam instructions, student invoice Give to lecturers to hand out in classes. When needed, assist with problems during exams. Confirm enrolment with DHET.
- ENQUIRIES APPLICATIONS** : E Mokokong- HR Unit Tel No: (053) 839 2099/053 839 2074  
: Please Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley
- NOTE** : Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification. The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest. The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender, and disability) in the Department through the filling of posts.
- CLOSING DATE** : 14 July 2023