

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Western Cape CET College)**

The Western Cape Community Education and Training College (WCETC) is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of WCETC will be taken into consideration. People with Disabilities will be accommodated within reasonable limits. Therefore, preference will be given to candidates whose appointment will assist the WCETC in achieving its Employment Equity targets in terms of the WCETC's Employment Equity Plan.

- APPLICATIONS** : Applications must be hand delivered to: The Human Resources Unit, Western Cape CET College, 09 Old Paarl Road, W.J. Louw Gebou Building, Belgravia, Bellville, 7530 or electronically via email to: Recruit@WC.CETC.edu.za
- CLOSING DATE** : Friday, 14 July 2023 at 16:00
- NOTE** : Applications must be submitted on new Z83 form obtainable from the college website <http://wc.cetc.edu.za/Corporate/Vacancies> or from any Public Service Department accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Please take note that correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). If you are not contacted within three months after the closing date, consider your application unsuccessful. The Western Cape Community Education Training College reserves the right not to make any appointment(s) for the advertised posts.

OTHER POSTS

- POST 22/124** : **ADMINISTRATION CLERK: HUMAN RESOURCES MANAGEMENT REF: NO (WCETC/SS/2023/04)**
- SALARY** : R202 233.per annum (Level 05), permanent
- CENTRE** : Western Cape CET College: Central Office: Bellville
- REQUIREMENTS** : National Senior Certificate (Grade 12). National Diploma (NQF 6) in Human Resource Management. One (1) to two (2) years relevant experience in Human Resource Management will be an added advantage. Knowledge: Public Service Regulations, Public Service Act, Human Resources legislations and policies, Conditions of Service, Recruitment and Selection processes and PERAL. Skills: Good verbal and written communication, Planning and Organising, Computer Literacy and Ability of work under pressure. Experience in Public Service Education and Training (PSET) will be an added advantage. A valid driver's license.
- DUTIES** : Responsible for Recruitment and Selection, Implementation of all Conditions of Service and Employee Benefits, Administration of Performance Management, Process Service Terminations, Handling all HRM related enquiries.
- ENQUIRIES** : Ms. N Van Wyk, Tel No: (021) 180 1016/17
- POST 22/125** : **ADMINISTRATION CLERK: ACADEMICS REF: NO (WCETC/SS/2023/05)**
- SALARY** : R202 233.per annum (Level 05) permanent
- CENTRE** : Western Cape CET College: Central Office: Bellville
- REQUIREMENTS** : National Senior Certificate (Grade 12). National Diploma (NQF6) in Office Administration/Public Administration/Management Assistant or equivalent qualification. One (1) to two (2) years relevant experience in Office

Administration will be an added advantage. Knowledge: Clerical duties, Practices as well as the ability to capture data, Collecting statistics, Legislative framework governing the Public Service and Working procedures in terms of the working environment. Skills: Good verbal and written communication, Planning and Organisation, Computer literacy, Interpersonal relations, Flexibility and Ability to work within a team.

DUTIES

: Render general clerical support services. Assist the unit with capturing of Lecturer and Student data. Student verification. Typing of memorandums and letters. Management of College data. Keeping College records and filing. Manage Deputy Principal's academic diary. General administration.

ENQUIRIES

: Ms. N Van Wyk, Tel No: (021) 180 1016/17