

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING  
(Nkangala TVET College)  
(Port Elizabeth TVET College)**

**OTHER POSTS**

- POST 25/32** : **ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: PS01/2023DHET**
- SALARY** : R527 298 per annum (Level 10)
- CENTRE** : Port Elizabeth TVET College (Central Office)
- REQUIREMENTS** : Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Recognized three (3) year National Diploma (NQF level 6) in Business Administration, Public Management/ Administration or equivalent qualification. A minimum of Three (3) to five (5) years' experience in an administration department at supervisor level. Drivers' license code B. Experience in the post schooling education and training (PSET) sector will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Proven report writing and presentation skills in the public sector and its legislation framework. Good communication skills and people Empowerment. Planning and execution. Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. Leadership skill. Confidence to embrace an inclusive style of leadership. Lead by example, displays the highest levels of integrity aligned to the values of College. Innovation. Judgment. Adapted yet single-minded, given to big-picture thinking yet detail focused.
- DUTIES** : Manage the administration of the overall student registration. Oversee the provision of student financial aid and bursary services support. Manage the administration of student learning materials. Manage the coordination of career exhibition services. Manage the coordination of career exhibition services. Management of all Human, Financial and other resources of the unit.  
Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000
- ENQUIRIES** : Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000
- APPLICATIONS** : Please hand deliver your application, quoting the reference number to: The Deputy Principal: Corporate Services: Mr. D.P. Baartzes; Port Elizabeth TVET College; Erica Central Campus; 1 Richmond Park Drive; Richmond Hill; Port Elizabeth 6001; Reception Area or post your application to: Private Bag X6040; Port Elizabeth, 6000.
- NOTE** : All applications must be submitted on the most recently approved Z83 Application Form (dated 1 January 2021) obtainable from the DPSA Website or any Public Service department website. The new Z83 Application Form must be fully completed and duly dated and signed. The Z83 Application Form must be accompanied by detailed recently updated comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Applicants are not required to submit copies of Qualification and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. Communication regarding certified copies of qualifications and other relevant documents will be limited to only shortlisted candidates. Therefore only shortlisted candidates will be required to submit certified documents before the interview. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Only posted or hand delivered applications will be considered. The Employer reserves the right not to make an appointment. Communication will only be entered into with the shortlisted and successful candidates. All shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest. People with disabilities are encouraged to apply. Applicants who have not been invited for an interview within 60days of the closing date should consider their Application unsuccessful. The College is committed to providing equal opportunities and

practicing affirmative action. The appointment will be done in line with the approved Employment Equity Plan. It is our intention to promote representativity in terms of (race, gender, and disability) in the organization. All applications must reach the College on or before the closing date.

- CLOSING DATE** : 10 August 2023
- POST 25/33** : **ASSISTANT DIRECTOR CURRICULUM IMPLEMENTATION (OCCUPATIONAL) PROGRAMMES REF NO: PS02/2023DHET**
- SALARY CENTRE REQUIREMENTS** : R527 298 per annum (Level 10)  
: Port Elizabeth TVET College (Central Office)  
: Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Recognised three (3) year National Diploma (NQF 6) degree in Office Management and technology or related qualification. Three (3) to five (5) years' experience in the relevant field at supervisor level. Must have knowledge of SET and CET Act. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. 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. Must have management skills, decision-making and financial management skills, conflict management, human resources management, time and people management, good communication, presentation and facilitation skills, advanced computer literacy, good analytical skills, ethical and loyal.
- DUTIES** : Planning, managing and monitoring of programmes. To plan for implementation of learnerships occupational programmes and short skills programme. To manage all administration of the programs that are currently running. To monitor progress of the programmes and do sit visits where necessary. Establishment of partnerships. To establish more partnerships with public and private sector to get more funding for learnerships and short skills programme. To establish partnerships for work placements of learner who are doing learnerships to be able to do their practicals. To sustain partnership that are already in existence with the college. Programme accreditation with all Seta's. To apply for accreditation for programme with all Seta's as per the need of the industry and the need of the communities that we are serving as the college. To align our application for accreditation with skills audits of both municipalities. Budget control. To be responsible for the sectional budget on payment of training providers, facilitators and learner stipends. Purchase of stationery, PPE's and work equipment. Risk Management and Reporting. To identify risks that may affect smooth running of the Unit like dropouts of learners on learnerships which is mostly caused by non-payment of stipends. To submit monthly reports to BMM and Quarterly reports to funders. Implement and manage Occupational qualifications. Implement and manage OIHD.
- ENQUIRIES APPLICATIONS** : Ms Chantel Jansen/ Ms Zenia Plaatjies Tel No: (041) 509 6000  
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shortlisted candidates may be subjected to personnel suitability checks (criminal records, citizenship, and qualification verification). The suitable candidates will be required to annually disclose their financial interest, declare any conflict or perceived conflict of interest. People with disabilities are encouraged to apply. Applicants who have not been invited for an interview within 60 days of the closing date should consider their Application unsuccessful. The College is committed to providing equal opportunities and practicing affirmative action. The appointment will be done in line with the approved Employment Equity Plan. It is our intention to promote representativity in terms of (race, gender, and disability) in the organization. All applications must reach the College on or before the closing date.

- CLOSING DATE** : 10 August 2023
- POST 25/34** : **ASSISTANT DIRECTOR: GOVERNANCE REF NO: NKC/2023/07/01**  
Council Appointment
- SALARY** : R424 104 per annum (Level 09)  
**CENTRE** : Central Office  
**REQUIREMENTS** : Grade 12 plus a recognized Bachelor's Degree/ National Diploma (NQF 6) in Law, Public Management/Public Administration/Office Management or any relevant qualification 3-5 years relevant supervisory experience in the law environment and contract management, Knowledge of Public Service legislations and policies, Knowledge of PSET, Knowledge and understanding of the TVET/ CET Administration, Understanding of the Higher Education sector, Understanding of corporate governance, Understanding Cost center budgetary, expenditure and cash flow management Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation and must have a valid drivers' license.
- DUTIES** : Drafting of MOUs and contracts, interpretation and proof reading of contracts, provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders, Conduct research and provide expert administrative advice to the Principal and other officials in the college, Quality check letters, memoranda and submissions, Maintain the calendar plan for scheduling and preparing meetings and communicate with all members of the above structures, Co-ordinate and arrange all meetings, proceedings and activities of the above structures ,Provide technical support during meetings, proceedings and activities of the above structures Compile agenda, minutes, reports and other records of the above structures, Distribution of relevant documents for meetings of above structures, keeping a register of resolutions and supporting all relevant Council Members through continuous correspondence to remind them of what needs to be done. Ensure that approved minutes are signed off and safely kept, prepare all presentation, speeches, reports of the Principal and Council Committees related to meetings of above structures.
- ENQUIRIES** : Ms Ndala LM/Ms Monyai MD Tel No: (013) 658 4700  
**APPLICATIONS** : Applications should be sent to: Nkangala TVET College, Private Bag X7299, Witbank, 1035 or hand delivered to Corner Frans and Susanna Street, Witbank, Central Office of Nkangala TVET College.
- FOR ATTENTION** : The Principal  
**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](http://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. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
- CLOSING DATE** : 04 August 2023 at 13:30