

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Mthashana TVET College)
(Western Cape False Bay TVET College)**

OTHER POSTS

- POST 26/50** : **ASSISTANT DIRECTOR: INTERNAL AUDIT AND QUALITY ASSURANCE
REF NO: MTC/PPN/1/2023**
- SALARY** : R424 104 per annum (Level 09)
CENTRE : Central Office, Vryheid
REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Internal Audit/Accounting. 3 – 5 years' functional experience in Internal Audit environment two (2) years of which should be at managerial or supervisory level. Experience in the development of policies / implementation strategies. Proven computer literacy – MS Office: Word, Excel and PowerPoint. Unendorsed valid driver's licence. Recommendation: Registered member with professional body e.g. Institute of Internal Auditors (IIA). Understanding of TVET landscape. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Auditor General Processes and Procedures and Promotion of Access to Information Act (PAIA). Skills: Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organizing, Policy analysis and Development, Communication and interpersonal, Financial Management and Report writing.
- DUTIES** : Preparation and execution of the internal audit Plan. Conduct pre-engagement meetings with College management prior to commencement of the audits. Obtain College Management approval of the audit scope -prior to commencements of the internal audits. Planning and drafting of detailed audit procedures for audits per the approved annual audit plan. Executing and performing of audit testing per annual audit plan. Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems. Conduct schedules and reactivates audits and inspections and produce reports on all audits, inspections and incidents. Provision of the secretarial support services to the Audit Committee. Conduct research on best practices and application of standards. Distribution and collection of audit clients' surveys for service rendered. Ensure that legislation and acts are implemented correctly in the college. Ensure that all audit findings are supported by required audit evidence. Ensure that processes needed for quality management systems are established, implemented and maintained. Develop quality management system policies and procedures for the college. Report to college management on the performance of the QMS and the need for improvement. Ensure the promotion of awareness of customer requirements throughout the college. Provide information and reports to the executive and committees to make final decisions. Liaise with external assessment body on all matters related to the external accreditation process. Ensure that all suppliers used by the college are selected, re-evaluated and that records of this assessment are maintained. Oversee the development, implementation and monitoring of policies. Conduct institutional performance assessment and evaluation of the implementation of policies, programs and systems Management of staff development.
- ENQUIRIES** : Mr SC Hadebe/ Mr LV Khathi / Mr LK Mthethwa Tel No: (034) 980 1010
APPLICATIONS : Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college on/ by the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.
- NOTE** : Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all

Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill these posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.

- CLOSING DATE** : 18 August 2023 at 13:00
- POST 26/51** : **ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION REF NO: DCA01**
- SALARY** : R424 104 per annum (Level 09)
- CENTRE** : False Bay TVET College, Westlake Campus
- REQUIREMENTS** : Recognised National Diploma (NQF 6) in Public Management/ Administration or equivalent qualification. 3-5 years relevant experience in Administration at Supervisory level related to education / HRM / Finance and SCM or relevant environment. Proficient in Microsoft Office. Good administrative skills. Good communication skills (verbal and written). Valid driver's licence. Knowledge of office administration. Knowledge of HRM. 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 centre budgetary, expenditure and cash flow management. Knowledge of Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation.
- DUTIES** : The successful candidate will report to the Campus Manager. Responsible for overseeing the academic and student administration support services. Overseeing student registration and examination administration processes. Overseeing and coordinating human resource administration services. Overseeing and coordinating financial, asset and supply chain management services. Overseeing campus infrastructure, maintenance and fleet management services. Provide general administration support services and maintain a proper filing system. Student residence management. Management of human, physical and financial resources.
- ENQUIRIES** : Ms S Baboo Tel No: (021) 787 0800
- APPLICATIONS** : Apply online at <https://falsebaycollege.co.za/>
- NOTE** : NB: Please ensure that you take note of the disclaimer under each advert pertaining to the sending of applications during the various lockdown levels. Ensure that you use the correct e-mail address as set in each advert. Applications with supporting documentation, including a signed Z83 from should be emailed to the respective email addresses. Applications sent to incorrect email addresses will regrettably not be considered. Requirements of applications: Applications must be submitted on a Z83 form obtainable on the internet at www.gov.za/documents. Only shortlisted candidates will submit Qualifications, ID and other relevant documents before the interview, in line with circular 19. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Candidates whose appointments promote representativity in terms of race, gender and disability will receive preference. NB: Prospective applicants must please use the New Z83 which is effective as at 01 January 2021. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Applications received after the closing date will not be considered.
- CLOSING DATE** : 14 August 2023
- POST 26/52** : **ASSISTANT DIRECTOR: MARKETING & COMMUNICATIONS REF NO: DMM01**
- SALARY** : R424 104 per annum (Level 09)

CENTRE REQUIREMENTS : False Bay TVET College, Central Office
 : National Diploma/bachelor's degree in communication/ Marketing or equivalent. 3-5 years proven working experience in communications and a marketing environment at supervisory level. A valid driver's license. Computer Literate (MS Office Suite). Advanced experience in the development of policies and implementation strategies. Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education.

DUTIES : The successful candidate will report to the Deputy Principal Innovation & Development. Responsible for managing and coordinating marketing, promotions and branding for the college. Digital Marketing. Managing public relations and media liaison services. Coordinating College events and provide communication administrative support. Internal and External Communication. Management of all Human, Financial and other resources of the unit.

ENQUIRIES APPLICATIONS NOTE : Ms S Baboo Tel No: (021) 787 0800
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CLOSING DATE : 14 August 2023

POST 26/53 : **SENIOR IT TECHNICIAN REF NO: MTC/ PPN/2/2023**

SALARY CENTRE REQUIREMENTS : R359 517 per annum (Level 08)
 : Central Office, Vryheid
 : Recognized National Diploma in Information Technology (NQF level 6) or equivalent. Minimum of 2 -3 years in IT environment. Software and hardware experience. Knowledge of office administration. Valid drivers' licence. Knowledge of IT Hardware and Software. Server administration. Understanding of Desktop, Networking and Voice communication infrastructure. Program installations. Understanding of Help Desk Operation. Full comprehension of IT second and third line of IT support. Effective customer relation. BAS, PERSAL, COLTECH. CISCO Networking. TVET administration. A+, C+, Apple Mac Lion Support Essentials ITIL v3 Foundation will be an added advantage. Skills: Time management. Problem solving and results oriented. Good interpersonal skills and attention to details. Ability to prioritize. Supervision. Accountability.

DUTIES : Ensure in Management of Service Desk and Desktop function services. Ensure installation, maintain, support telephone system and network. Oversee the provisioning of technical support of the configuration, installation, repair and replacement of computers, printers and telephones. Ensure the rendering of IT information management services: Plan, develop and improve computer based information systems. Server Administration, security of all Technology and Network Configuration. Support, Maintain and Repair ICT Assets (Hardware and Software) and advice ICT Manager. Ensure liaison with Service Providers in terms of software licensing upgrading and related procurement. Facilitate ICT Training, support IT-related projects and any related task as maybe required. Supervise human, physical, financial and other resources.

ENQUIRIES : Mr SC Hadebe/ Mr LV Khathi / Mr LK Mthethwa Tel No: (034) 980 1010

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- CLOSING DATE** : 18 August 2023 at 13:00
- POST 26/54** : **SENIOR MARKETING & COMMUNICATION OFFICER REF NO: MTC/PPN/3/2023**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum (Level 08)
: Central Office, Vryheid
: Recognized National Diploma/ Degree (NQF level 6) in Communication/ Marketing/ Public Relations or equivalent qualification. 3 – 5 years' relevant experience in Marketing and Communication environment. Knowledge: social media practice and channels. Understanding of the importance of branding guidelines, graphic design and apply across a range of channels. Understanding of stakeholder management. Events management. Digital Marketing. Understanding of website maintenance. Understanding of the application of Public Service legislative framework (PSA, PFMA, PSR, etc.). Must have a valid driver's experience. TVET experience will be an added advantage. Skills: Administrative. Planning and organizing. Financial Management. Report writing. Written and verbal communication. Interpersonal. Problem solving. Advanced computer literacy. Analytical. Client oriented. Project management. Team Leadership. People Management.
- DUTIES** : Ensure overall supervision and provisioning of marketing, promotions and branding services. Ensure overall supervision and provision of public relations and media liaison services. Ensure overall supervision and provisioning of photographic services and articles. Ensure overall supervision and provisioning of communication services at all college events. Ensure overall supervision and regularly maintenance of the content, design and layout of the college website. Supervise human, physical, financial and other resources.
- ENQUIRIES APPLICATIONS** : Mr SC Hadebe / Mr LV Khathi / Mr LK Mthethwa Tel No: (034) 980 1010
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- CLOSING DATE** : 18 August 2023 at 13:00
- POST 26/55** : **SENIOR STATE ACCOUNTANT: PAYROLL/ FINANCIAL ACCOUNTING**
REF NO: MTC/PPN/4/2023
- SALARY** : R359 517 per annum (Level 08)
CENTRE : Central Office, Vryheid
REQUIREMENTS : Recognised three (3) year National Diploma / Degree in Accounting / Financial Management / Business Management or equivalent qualification (NQF level 6). 3 - 5 years' experience in the financial management environment. TVET experience will be an added advantage. Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Financial accounting procedure, methods and principles established for the processing of 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, LOGIS, COLTECH, SAGE, etc.). Skills: Computer skills, planning and organising, good verbal and written communication, basic numeracy skills, ability to perform routine tasks, ability to operate office equipment, flexibility, interpersonal relations, accuracy. Values/attributes: Client service focus, integrity, committed, proactive, loyal.
- DUTIES** : Ensure overall supervision and provision of salary administration service. Ensure overall supervision and provision of expenditure and general payments services. Ensure overall supervision of cash and revenue management services. Ensure overall supervision and provision of asset liability and debt management. Ensuring overall supervision and provision of bookkeeping and financial accounting services. Supervising human, physical and financial resources.
- ENQUIRIES** : Mr SC Hadebe/ Mr LV Khathi / Mr LK Mthethwa Tel No: (034) 980 1010
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<u>POST 26/56</u>	:	<u>ADMINISTRATION CLERK (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 per annum (Level 05) Nquthu Campus, Nquthu Ref No: MTC/PPN/5/2023 (X2 Posts) Vryheid Campus, Vryheid Ref No: MTC/PPN/6/2023 (X1 Post) KwaGqikazi Campus, Nongoma Ref No: MTC/PPN/7/2023 (X2 Posts) Emandleni Campus, Ulundi Ref No: MTC/PPN/8/2023 (X1 Post)
<u>REQUIREMENTS</u>	:	A Grade 12 certificate/ NCV Level 4. 1 - 2 years' experience in Clerical / Administrative environment. TVET Experience will be an added advantage. Knowledge: Clerical duties, ability to capture data, operating computer, collecting statistics, legislative framework governing the Public Service. Knowledge of procedures in terms of the working environment. Skills: Planning and organising, good verbal and written communication, computer.
<u>DUTIES</u>	:	Rendering general clerical support services. Providing supply chain clerical support services within the component. Providing personnel administration clerical support services within the component. Providing financial administration support services in the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SC Hadebe/ Mr LV Khathi / Mr LK Mthethwa Tel No: (034) 980 1010 Candidates can post, or hand deliver their applications. All applications must be placed in an A4 envelope (One application, one envelope) with the following details: Mthashana TVET College, Human Resource Department, Private Bag X9424, Vryheid, 3100. The correct reference number of the post must be in the front cover of the envelope. (The onus is on applicants to ensure that their applications reach the college on/ by the closing date as the college will take no responsibility of applications which get lost in the post office or arrive after the closing date as a result of delays in the post office). Alternatively, applications can be hand-delivered and deposited into the application box located at Central Office, 266 South Street, Vryheid, 3100 Applications received after the closing date, or faxed and/or emailed applications, will not be considered.
<u>NOTE</u>	:	Candidates who wish to apply must forward a comprehensive CV and fully completed and originally signed NEW Z83 form only (obtainable from all Government Departments). Only shortlisted candidates will be required to bring certified documents on or before the day of the interview. The application must be submitted in an envelope with the correct reference number of the post clearly indicated. It is the responsibility of the applicant to ensure that his/ her foreign qualifications have been verified and evaluated by the South African Qualifications Authority (SAQA) and DHET. Due to the large number of applications anticipated, correspondence will be limited to shortlisted candidates only. Applicants who have not been contacted within 3 months after the closing date should regard their applications as unsuccessful. The College reserves the right not to fill these posts. Indians, Coloureds, Whites and persons with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	18 August 2023 at 13:00
<u>POST 26/57</u>	:	<u>SECRETARY TO THE DEPUTY PRINCIPAL (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R202 233 per annum (Level 05) Central Office, Vryheid, Secretary to the Deputy Principal: Finance Ref No: MTC/PPN/8/2023 Central Office, Vryheid, Secretary to the Deputy Principal: Registration Services Ref No: MTC/PPN/9/2023
<u>REQUIREMENTS</u>	:	Grade 12/ NCV Level 4 in Office Administration. Skills: Customer care, counselling / problem solving, database management, telephone etiquette, innovative and creative thinking, patience, planning and organising, reading, operating equipment, basic written communication, people management, office management and administration, analytical, computer literacy, disciplined. TVET experience within the office environment will be an added advantage.
<u>DUTIES</u>	:	Provide secretariat/ receptionist support services to the manager. This will inter alia entail the following: Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager. Records appointments and events in the diary of the manager. Type documents for the manager on a word processor. Operate office equipment like scanner and photocopiers. Provide a clerical support services to the manager. This includes, liaises with travel agencies to make travel arrangements. Checks the arrangements when the relevant documents are received. Arranges meetings and events for the manager and the staff in the unit. Processes the travel and

subsistence claims for the unit. Processes all invoices that emanate from the activities of the work of the manager. Records basic minutes of the meetings of the manager where required. Drafts routine correspondence and reports. Does filing of documents for the manager and the unit where required. Administers matters like the leave registers and telephone accounts. Receives, records and distributes all incoming and outgoing documents. Handles the procurement of standard items like stationery, refreshments etc. Collects all relevant documents to enable the line manager to prepare for meetings. Remains up to date with regard to prescripts/ policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. This would include the following: Studies the relevant public service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Mr SC Hadebe/ Mr LV Khathi / Mr LK Mthethwa Tel No: (034) 980 1010

POST 26/58 : **DRIVER/MESSENGER REF NO: MTC/PPN/10/2023**

SALARY : R171 537 per annum (Level 04)
CENTRE : Nongoma Campus, Nongoma
REQUIREMENTS : A Grade 10 qualification / Standard 8 and valid code 10 driver's licence. Valid Public Driving Permit (PDP) / Professional Driving Permit (PrDP). Three (3) years traceable driving experience after acquiring driver's licence. Must have proven experience in the transportation of people or goods. Experience in working in a government or semi government institution will be an added advantage. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of procedure for motor maintenance of motor vehicle, storage requirement, messenger services, routine office support i.e. registry, secondary function of making copies, procedure to operate the motor, procedure to obtain trip authorization, completion of log book of the motor vehicle, writing of fuel consumables, writing of kilometres services. Skills: driving, reading, writing, fixing/changing flat tyres, cleaning of vehicles.

DUTIES : Driving light, medium and heavy motor vehicles to transport passengers and deliver other items (mail and documents). Doing routine maintenance on the allocated vehicle and report defects timely. Completing all the required and prescribed records and log books with regard to the vehicle and the goods handling. Rendering a clerical support/messenger service in the relevant office, entailing the following: assisting in the registry, copying and faxing documents, collecting and delivering documentation and related items in the college.

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