

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Gauteng Community Education and Training College)
(Northern Cape Community Education and Training College)**

ERRATUM: (Thekwini TVET College): Kindly note the following post was advertised in Public Service Vacancy Circular 31 dated 01 September 2023. The Post: Labour Relations Practitioner SI7 with Ref No: ER 01/2023 is amended: This post is on (12) twelve months contract and it is College Paid. The closing date has been amended to 22 September 2023.

OTHER POSTS

- POST 32/32** : **HEAD OF ENTERPRISE ARM REF NO: 2023/08/01**
Directorate: Corporate Services
(Three years contract)
- SALARY** : R424 104 per annum (Level 09), plus 37% in lieu of benefits
CENTRE : Gauteng CET Central Office (Ormonde)
REQUIREMENTS :
Matric/Grade12 Certificate plus a recognised 3-year National Diploma or Degree in Project Management/Marketing/ Public Relations, fundraising, or any related field. (Honours or Master's Degree will be an added advantage) Minimum experience: At least 3-5 year's fundraising experience or equivalent commercial sector experience generating multi-channel income programs. Excellent written, verbal, and telephonic communication skills. Demonstrated success in leading projects, building project teams. Demonstrable track record of Strategic Fundraising. Proven track record in fundraising that has directly resulted in increased income for an organisation, A drivers License. Excellent understanding of development of partnerships, fund-raising, functions and international relations. Ability to draft the proposal based on the Gauteng CET College needs. Excellent inter-personal skills, and ability to maintain strong relationships, Strong cross-cultural skills and versatility in dealing with different types of partnerships. Personal integrity with an honest and open style. Approachable, with an ability to engage partners at all levels. Able to become innovative and creative.
- DUTIES** : Set annual income projections in consultation with the College Management and lead fundraising input to all organisational planning and reporting. Ensures that the Gauteng CET College develops and maintains positive and effective partnerships and purposeful relationships that are relevant to the implementation of the Partnership Strategy; Promotes the vision and objectives of the Gauteng CET College Strategic Plan to external and internal stakeholders. Develops and implements a Partnership Strategy that supports the Gauteng CET College partnerships, and ensures the very best of relationships with partners, donors and others. Create strategies for ongoing innovation and testing in the fundraising programme. Assist in the Establishment of Enterprise Arm of the College. Ensures effective engagement of strategic partners, especially industry and commerce. Develops strategic partnership-building approaches with government, Donor, Civil Society, Corporate, and Gauteng CET College stakeholders. Able to apply for the Strategic Projects such DGs, UIF and NSF Proposal. Lead the annual fundraising planning process to produce effective strategies to achieve income targets across the range of revenue streams, identify new potential income streams and produce strategies to access the funds. Managing individual relationships with current and prospective donors. Putting together persuasive and engaging proposals and applications to corporate sponsors, stewarding these relationships throughout their terms including writing evaluations and crediting supporters. Any other duties as delegated by the principal.
- ENQUIRIES** : Ms I.S Maisane Tel No: (010) 900 1154 / Mr M.T Maboe Tel No: (010) 900 1168
APPLICATIONS : Must be hand delivered at: Head office: Block D, 2nd Floor Crownwood Office Park, 100 Northern Parkway, Ormonde 2091: or email to HR.GCETC@Dhet.gov.za
- NOTE** : Applications must be submitted on a new Z83 form, obtainable from any Public Service Department or DPSA website which must be completed in full and originally signed and an updated CV. Only shortlisted candidates will submit qualifications,

ID and Drivers license. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Higher Education and Training Gauteng CET College reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/ verification. The Candidate(s) will be required to sign an annual performance agreement, disclose his/her financial interests. Persons with disabilities are encouraged to apply. The Gauteng CET College comply with the provisions of Protection of Personal Information Act (POPIA); Act No. 4 of 2013. We will use your personal information provided to us for the purpose of recruitment only and more specifically for the purpose of the position/vacancy you have applied for.

CLOSING DATE : 22 September 2023 at 12H00

POST 32/33 : **PROJECT COORDINATOR**
Contract (Three years)

SALARY : R359 517 per annum (Level 08), plus 37% lieu benefits
CENTRE : Northern Cape Community Education and Training College
REQUIREMENTS : Grade 12 or equivalent qualification and an appropriate recognised 3 – year National Diploma / bachelor’s degree or equivalent qualification in Management/ Business Administration. A Diploma in Project management will be added advantage. Five years relevant working experience with traceable reference in the field of project Management. Ability to analyse, interpret policies and develop proposals and Memorandum of Understanding and Valid driver’s license and preferably having own vehicle. The relevant experience where such experience includes: A thorough understanding of financial management and accounting principles, with the ability to consolidate sets of accounts in the required format/s. The ability to investigate and reconcile multiple accounts is essential. Previous experience in community engagement would be an advantage. Previous experience in writing a requirement e.g. fundraising proposals or reports or academic papers etc. Previous experience working within a computerised accounting environment and having worked with Excel at an advanced level. Previous experience in working with word-processing (including being able to create and maintain databases), email and the internet. Previous experience in setting up and maintaining filing and administrative systems. Candidates who are certified bookkeepers (i.e., they belong to a professional body) will be at a distinct advantage. A Drivers license is a distinct advantage.

DUTIES : Recruitment of learners, Administer the induction of learners, ensuring portfolio of evidence of the facilitators/ learners are compiled for compliance with the quality Councils, ensure that the assessment reports received are processed and safely filled, uploading of learners and their results on / quality Councils SETA database system, Handling the certification of learners with relevant ETQA Distribution of tools, Learning material and PPE, Liaise with SETA, service providers and other divisional managers on matters regarding learners / students, Monitoring of learners on sites and in learning, prepare invoice for the funders, Consolidating reports for monthly or scheduled reporting administer/ Prepare all project meetings, Consolidate project data for monthly and quarterly reporting, Reconcile monthly project expenditures. Assist in the compilation report on finances of the project to funder, Capture student monthly stipend claims on excel and prepare them for submission to procurement and finance for payment. Responsible for projects office clerical functions like faxing, printing, photocopying of documents, telephone enquiries and safe keeping of documents.

ENQUIRIES : Ms Masabatha Phakathe, Human Resources Tel No: (053) 753 2014/ 063 241 2385

APPLICATIONS : All applications must be forwarded to: Corporate services, Northern Cape Community Education and Training College, 19 Oliver Road, Klisserville, Kimberley, 8301

FOR ATTENTION : Ms Eugenia Phaladi, Human Resources Tel No: (053) 753 2014/ 084 717 1645.

NOTE

: The Northern Cape Community Education a Training College is an equal opportunity, affirmative action employer. It is intended to promote representativity through the filling of posts. The candidature of persons whose appointment /transfer/promotion will promote representativity will receive preference.

CLOSING DATE

: 22 September 2023 @at16h00