

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Ikhala Technical and Vocational Education and Training College)

<u>CLOSING DATE</u>	:	30 January 2026 at 16H00
<u>NOTE</u>	:	To Apply: Applications must be submitted on completed latest Z83 form. A detailed comprehensive CV is required. Certified copies of the required documents as per the advert specification will be requested from shortlisted candidates only on or before the day of the interview. Failure to submit completed latest Z83 form and detailed comprehensive CV will result in the application not being considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Recommended candidates will be subjected to a personnel suitability check (criminal record, citizenship, financial record checks, verification of qualification and previous employment verification). Late applications will not be accepted. Applicants who have not been informed about the outcome of their applications within 3 months after the advert closing date may regard their application as being unsuccessful. The employer is an equal opportunity and reserves the right not to appoint. The decision of employment in terms of employment equity will be determined by the employment equity targets of the Department/College. People with disabilities; Coloured female and African females are encouraged to apply. All Applications must be submitted through email addresses per position.

OTHER POSTS

<u>POST 01/33</u>	:	<u>ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES REF NO: AC1/1/26</u>
<u>SALARY</u>	:	R582 444 per annum (Level 10), plus benefits
<u>CENTRE</u>	:	Administration Centre
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent NQF level 4 qualification. An appropriate recognised National Diploma/Degree in Psychology or BA. Social Work (Major in Psychology) or relevant qualification (NQF 6/7). Three (3) to five (5) years-experience in Education/Teaching and Learning environment or related field. At least 3 years must be at a supervisory level. Computer literacy. Valid driver's license. Competencies: Knowledge of PSET and CET Act; Knowledge of Teaching and Learning; 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. Skills: Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership & People management.
<u>DUTIES</u>	:	Oversee administration of the student support services unit. Developing the annual Student Support Services (SSS) operational plan, assigning relevant tasks to the staff and ensuring progress against the approved annual targets. Developing and reviewing relevant SSS policies, processes, procedures, and job profiles. Ensuring and maintaining the compilation of learner progress reports, statement, results and student enquiries. Tracking the behaviour and academic performance of students participating in internal and external counselling programme. Managing student counselling across the college: Managing the implementation of counselling, guidance policy, procedure and best practice. Coordinating and monitoring the provision of counselling services across the college. Designing life skills programme as a proactive measure for counselling. Managing counselling services conducted by SSS to ensure that service is conducted at required standard and comply with code of ethics. Ensuring that individual counselling services take place including intervention programme on psycho-social issues that affecting students. Ensuring that counselling database system is designed and frequently updated for referral purposes. Providing student with career guidance, counselling and

academic support: Developing and monitoring implementation of relevant career guidance plans for prospective students and enrolled students towards academic achievement. Liaise with the Vocational Programme Manager and relevant stakeholders in ensuring a well- developed system in providing the adequate workplace student experience. Monitor and control, direct and motive career guidance at the central office and campus level. Oversee and maintain the sport, recreation, arts and culture activities for student. Coordinate the implementation of sports and recreation programs. Ensuring that college sport coordinators are implementing sport activities and students participate fully on such activities at colleges. Ensuring that the colleges is represented on Provincial and National sport tournament as planned. Ensuring that there is Sport, Arts and Culture annual activity plan and budget. Facilitate student governance and student leadership development: Coordinating and monitoring annual SRC election processes. Coordinating training and mentoring on SRC roles, duties, protocols and practices. Facilitate regular reviews and update student Code of Conduct guidelines and SRC constitution. Monitoring the implementation of the student orientation and induction programmes. Managing mainstreaming of gender and disability within students. Managing all Human; Financial and other resources of the unit.

**ENQUIRIES
APPLICATIONS**

: Mr L. Malindi Tel No: (047) 873 8875
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POST 01/34

: **ASSISTANT DIRECTOR: SUPPLY CHAIN & ASSET MANAGEMENT REF
NO: AC2/1/26**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09), plus benefits
: Administration Centre
: Grade 12 or equivalent NQF level 4 qualification. An appropriate recognised National Diploma/Degree in Supply Chain Management or Logistics Management or relevant qualification (NQF 6/7). Three (3) to five (5) years-experience in Supply Chain Management (tender and logistics Management). At least 3 years must be at a supervisory level. Computer literacy. Valid driver's license. Competencies: Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act and BBEE Act. Understanding of the Supply Chain Management cycle which includes demand, acquisition, logistics, and disposal and supplier relationship management. Understanding of Asset Management. National treasury's Supply Chain Management guidelines. Administrative. Skills: Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership & People management.

DUTIES

: Developing, reviewing, implementing and monitoring SCM policies in line with relevant legislation: Ensuring the implementation and monitoring of Supply Chain policy. Introducing the systems for provisioning, procurement, stock control and reporting. Identifying preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives. Conducting awareness on approved SCM policies. Overseeing the procurement of good and services for the college: Ensuring that all procurement is following the Supply Chain Management (SCM) policies and procedures of the college. Ensuring that all official orders are compiled and authorized within three days form the date of recipients of the quotations or comparative schedules. Aligning procurement plan, policies and strategies with the annual budget Manage the revision on summary of quotations, specifications and all documents supplied by the suppliers in order to comply with prescribed requirements. Ensure that purchase orders are generated, approved and processed. Ensuring that the receipt of goods and services are submitted to finance department for processing. Overseeing the development, maintenance and utilization of the central supplier database. Preparing and maintaining accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Overseeing the administration of demand and acquisition: Managing the administration of tender briefing session. Managing preparation of a tender document upon receipt from tender bid specification committee. Managing preparation of logistics for the Evaluation and Adjudication Committees. Serving as an observer in the Evaluation and Adjudication Committee. Ensuring that adjudication is monitored and aligned with the preferential procurement strategy. Establishing the bid specification, bid evaluation, bid

adjudication committee and oversee the proper functioning of the committee. Ensuring the development and utilization of a supplier database and bid processes. Overseeing the management of assets for the college: Monitoring the implementation of the asset management plan of the college. Ensuring the barcoding of all existing and new assets are recorded on the relevant asset register. Reviewing the asset management register (hardcat), electronic filing system and manual register to ensure that it is always up to date and maintain for all current asset, movements and disposals. Providing guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the reallocation of redundant. Ensuring and monitoring the asset count, verifications and office inspections of all assets and asset storerooms. Coordinating the receipt, processing and distribution of new assets. Overseeing identification of asset for disposal. Facilitate and recording of loss, damage or mismanagement of asset. Responsible for asset verification. Establishing asset disposal committee. Coordinating the internal, external and unauthorized movements of assets. Validating loss control reports for quality and losses. Conducting loss analysis to identify trends, security shortcomings and investigating all losses. Ensuring an up-to-date database of service providers: Overseeing the development and utilization of a supplier database. Ensuring that manual records are kept for all documentation submitted by suppliers Ensuring that all suppliers' information and documentation are confidential. Ensuring continuous maintenance of database. Monitoring the TVET college supplier's database on the pastel system. Managing staff development: Rendering management service to the staff. Ensuring completion of performance agreements by all employees in the unit; Supervision of staff.

**ENQUIRIES
APPLICATIONS**

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POST 01/35

: **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT &
DEVELOPMENT REF NO: AC3/1/26**

**SALARY
CENTRE
REQUIREMENTS**

: R468 459 per annum (Level 09), plus benefits
: Administration Centre
: Grade 12 or equivalent NQF level 4 qualification. An appropriate recognised National Diploma/Degree in Human Resource Management or relevant qualification (NQF 6/7). Introduction to PERSAL Certificate. Three (3) to five (5) years-experience in Human Resource Management and Development. At least 3 years must be at a supervisory level. Computer literacy. Valid driver's license. Competencies: Knowledge of Public Services legislations and policies related to Human Resource Management. Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL; IQUAL and Coltech Systems. Skills: Planning and organizing; Financial management; Report writing; Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership & People management.

DUTIES

: Overseeing Human Resource Management and Administration services: Rendering conditions of services. Overseeing the recruitment and selection processes as per departmental delegation. Managing HR Personnel records. Overseeing Human Resource Development services: Rendering Bursaries administration; Rendering Internship and Work Integrated Learning (WIL); Conducting Induction; Coordinating and facilitating the Training interventions; Developing and implementing Workplace Skills Plan (WSP); Administrating Performance Management and Development Systems (PMDS) and Integrated Quality Management System (IQMS). Providing Employee Health and Wellness (EHW) services: Implementing wellness programmes and service for the college; Coordinating and managing Health Awareness (HIV, AIDS, STI and TB services); Implementing health and safety working environment programmes; Promoting sport activities to encourage physical fitness and healthy lifestyle. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services; Coordinating, developing, reviewing, implementing and monitoring of the college HR plan ; Coordinating, developing, reviewing, implementing and monitoring of college EE plan; Submit college EE plan to Regional and Head Office for integration of the departmental plan; Employment Equity (EE) Report for submission to Regional and Head Office; Ensure the implementation of HR and EE Plan.

ENQUIRIES
APPLICATIONS

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POST 01/36

: **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: AC4/1/26**

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum (Level 09), plus benefits
: Administration Centre
: Recognised National Diploma/ Degree (NQF 6/7) in Public Management/ Public Administration/ Business Management/ Business Administration / Office Management and Technology/ Management Assistant or relevant qualification. 3-5 years relevant experience in strategic planning and administration environment. Computer literacy. Valid driver's license. Competencies: 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, Employment Equity Act, Public Service Regulations and Public Service Act, Labour Relations Act and any other related legislation. Skills: Planning and organizing, financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, Planning and organizing, People management.

DUTIES

: Render administrative/executive support services in the office of the Principal, Ensure effective and efficient management of the college including the management of the workflow in the office of the Principal, Conduct research and provide expert administrative advice to the Principal and other officials in the college, Quality check letters, memoranda and submissions, Oversee and monitor the budget in the office of the Principal, Co-ordinate of college inputs for annual, quarterly, monthly reports, and cash flow statements, Establish and implement effective records and document management systems in the office of the Principal, Follow up and collate progress reports on the implementation of the resolutions, Coordinate reports/presentations to all forums attended by the Office of the college. Provide secretariat support to College Council, Council Committees, Academic Board, Senior Management and other external stakeholders, Maintain the calendar plan for scheduling and fixing 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/Managers/Officials 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. Provide strategic management, monitoring and evaluation services, Facilitate and co-ordinate operational and strategic planning process, Coordinate and compile strategic and operational plans, Set research agenda, Facilitate the development and implementation of service delivery improvement plans and initiatives, Facilitate, coordinate and support the implementation of priority programs /projects, Coordinate and compile institutional performance and strategic reports, Conduct an assessment on college effectiveness and efficiency in supporting the attainment of service delivery objectives, Facilitate the implementation of productivity measurement framework (measure of how efficiently and effectively inputs labour, financial resource and infrastructure) are translated into outputs (good and services).

ENQUIRIES
APPLICATIONS

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