

**DEPARTMENT: HIGHER EDUCATION AND TRAINING
(Western Coast TVET College)**

<u>APPLICATIONS</u>	:	Please log on to www.westcoastcollege.co.za register and apply online
<u>CLOSING DATE</u>	:	07 August 2026
<u>NOTE</u>	:	Please click on the vacancies tab, fully complete the online Z83 application form, and attach a recently updated detailed CV with (years of experience, the start and the end date, the duties and three contactable references with email addresses for the previous and current employers). Failure to sign, date and not fully complete the Z83 form will result in your application not being considered. Applicants must submit Z83 and CV only, all other documents / proof will be submitted by shortlisted candidates. A separate application must be submitted for each post for which you are applying. Late applications (received after the closing date and time) will not be considered. Only shortlisted candidates will be required to submit certified copies of qualification and other relevant documents to College Human Resources Management Administration Unit on or before the day of the interview. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). The employer is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of the post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment, to withdraw, and / or amend the adverts for the post(s) and retains the right not to fill the posts as determined by the Director - General or the delegated authority. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful. 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.

OTHER POSTS

<u>POST 26/81</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: WCTVETC 1/3/0033</u> Contract: Permanent
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus benefits as applicable in the Public Service
<u>CENTRE</u>	:	Central Office, Malmesbury
<u>REQUIREMENTS</u>	:	Matric / Grade 12 plus a recognised 4-years Degree (NQF Level 7) in Financial Management. Minimum of three (3) to five (5) years' experience in Financial Management environment of which 3 years' must be supervisory experience. A valid driver's licence compulsory. Proficient in Microsoft Office. Completed articles will be advantageous. Knowledge and understanding of Public Finance Management Act (PFMA); CET Act; Treasury Regulations; Public Service Regulations; Public Service Act and the National Student financial Aid Scheme and related legislation. Knowledge of Financial Management Systems. Strategic project management skills. Extensive knowledge of government decision-making and delegation of powers processes. Excellent computer software skills. Budget forecasting and management skills. Problem-solving and decision-making skills. Analytical thinking and report writing skills. Time management skills; Verbal and written communication skills. Presentation skills; Administration skills, decision-making skills, problem-solving. Ability to operate under pressure, highly motivated. Interpersonal skills. Supervisory skills.
<u>DUTIES</u>	:	Coordinate, review, analyse and quality assure the financial information for planning purposes. Oversee financial reporting for the college and support the Deputy Principal: Finance with regards to the compilation of Annual Financial

		Statements and Monthly Reports. Review monthly reconciliations and perform financial reporting duties to internal and external parties. Support the Deputy Principal: Finance with the compilation of quarterly reports to Council. Monitor the internal controls in the Finance Division and ensure adherence to controls throughout the college. Liaise with internal and external auditors and provide access to documentation. Support the Deputy Principal: Finance in the management of the units within the Finance Department. Assist the Deputy Principal: Finance in ensuring self-sustainability, proper accounting records and daily accounting discipline among staff. Ensure effective supervision of staff for efficient financial accounting services. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Ms A. Arosi Tel No: (022) 482 1143
<u>POST 26/82</u>	:	<u>HUMAN RESOURCES MANAGEMENT AND DEVELOPMENT REF NO: WCTVET 1/2/0006</u> Contract: Permanent Re-advert, candidates that have previously applied can re- apply
<u>SALARY</u>	:	R487 197 per annum (Level 09), plus benefits as applicable in the Public Service
<u>CENTRE</u>	:	Central Office: Malmesbury
<u>REQUIREMENTS</u>	:	Matric /Grade 12 plus a recognised 3- years' National Diploma in Human Resources Management or a 4 - years' Degree. A minimum of 5 years in Human Resource Management environment of which three (03) years should be management experience. A Post Degree qualification will be an added advantage. PERSAL Certificates. Proof of computer literacy & qualifications in MS Software applications such as Word, Excel, PowerPoint & Outlook. Proof of current and previous work experience endorsed by Human Resource (Not certificate of service). Valid Driver's license. 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 and Job Evaluation. In-depth knowledge of BCEA, LRA, EEA, COIDA, OHSA, employee wellness and benefits. Excellent understanding of HR Risk and Compliance Knowledge of CCMA/Labour Court/Bargaining processes.
<u>DUTIES</u>	:	Oversee Human Resource Management and Administration services - Render conditions of services (Leave, Housing, Medical, Injury on duty, Long service recognition, overtime, relocation, pensions, transfers, allowances etc.); Oversee the recruitment and selection processes as per departmental delegation (advert, shortlisting, interviews, security vetting, competency test, reference check, verification of qualifications) are coordinated within the stipulated timelines); Management of HR Personnel records. Oversee Human Resource Development services - Render Bursaries administration; Render Internship and Work Integrated Learning (WIL); Conduct Induction; Coordinate and facilitate the Training interventions. Develop and implement Workplace Skills Plan (WSP); Administration of Performance Management and Development Systems (PMDS) and Integrated Quality Management System (IQMS). Coordinate and facilitate Organizational Development, services - Coordinate the design, review and implementation of the college organizational structure; Facilitate the development of Job Descriptions; Coordinate the Job Evaluation of posts/jobs and submit to Head Office; Conduct work-study and business process re-engineering; Facilitate change management and organizational transformation services. Coordinate and facilitate Human Resource Planning (HRP) and Employment Equity (EE) services - Coordinate, develop, review, implement and monitor the college HR plan; Submit college HR plan to Regional and Head Office for integration of the departmental plan; Coordinate, develop, review, implement and monitor the college EE plan; Submit college EE plan to Regional and Head Office for integration of the departmental plan; Employment Equity (EE) data for submission to Regional and Head Office; Ensure the implementation of HR and EE Plan. Provide Employee Health and Wellness (EHW) services - Implement wellness programmes and service for the college; Coordinate and manage HIV, AIDS, STI and TB services; Coordinate and manage health productivity programmes; Implement health and safety working environment programmes; Promotion of sport activities to encourage physical fitness and healthy lifestyle. Develop and implement Human Resource policies and manuals. Management of all Human, Financial, and other resources of the unit. Advanced skill: Administrative;

Planning and organising; Financial management; Report writing, Communication and interpersonal; Problem solving; Computer literacy; Analytical; Client oriented; Project management; Team leadership; People management. Labour Relations Management - Provide advisory services on all employee relations policies, procedures, strategies, agreements, and legislation. Conduct daily employee relations operations specifically in the areas of disciplinary hearing, grievances, absenteeism, performance improvement and collective bargaining; Partner with management in driving fair labour relations within the business Represent the company in dispute resolution process including mediation, arbitration and negotiation; Partner with management in driving fair labour relations within the business Values/ attributes - Client service focus; Integrity; Committed; Proactive and loyal.

ENQUIRIES

: Ms A. Arosi Tel No: (022) 482 1143