

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Umfolozi TVET College)
(Ingwe TVET College Eastern Cape)

OTHER POSTS

<u>POST 30/36</u>	:	<u>ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES - ADMIN</u> <u>CENTRE REF NO: ING/2026/08/02</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10), (plus benefits)
<u>CENTRE</u>	:	Ingwe TVET College (Central Office)
<u>REQUIREMENTS</u>	:	A recognised National Diploma (NQF Level 6/7) in Project Management or Marketing. A minimum of 3-5 years' experience in a Project Management or Business Development environment. A valid driver's license. Knowledge and understanding of partnership development, marketing and entrepreneurial insight, financial management, Public Service Act, PFMA, Treasury Regulations, business planning, feasibility analysis, administrative reporting processes and computer skills. Advanced skills in negotiation, communication, project management, planning, organising, analytical thinking and client orientation.
<u>DUTIES</u>	:	Building and maintaining a database of potential partners, stakeholders and local businesses. Participate in business forums and identify project and collaboration opportunities. Develop project proposals, business cases and implementation plans for joint initiatives. Facilitate the establishment and strengthening of partnerships with industry, government and relevant organizations. Identify opportunities for income generation and work-integrated learning. Coordinate the submission of tenders, funding proposals and reports to DHET and other stakeholders. Manage local and provincial government relations and maintain a schedule of related projects. Conduct feasibility studies, develop project budgets and negotiate service level agreements. Support SETA and accreditation processes, including new programme approvals. Oversee student work placements and Work-Integrated Learning (WIL) initiatives. Ensure effective management of human, financial and other resources within the unit.
<u>ENQUIRIES</u>	:	Mrs Cikizwa Philis Manto-Mati / Mr. Siseko Jama Tel No: (039) 940 2142, EXT. 152
<u>APPLICATIONS</u>	:	Please hand-deliver your application, quoting the reference number to: The Office of the Assistant Director: Human Resource Management and Development: Ingwe TVET College; Admin Centre Office, Badibanise A/A, Mt Frere 5090, or email to: cmanto-mati@ingwecollege.edu.za
<u>NOTE</u>	:	All applications must be submitted on the new 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 signed. The Z83 Application Form must be accompanied by a detailed, recently updated, comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Only shortlisted candidates will be contacted to submit the required certified documents. 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. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. The college reserves the right to withdraw the posts at any time. 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 interests and declare any conflict or perceived conflict of interest. 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 generic requirements, and the other must be an integrity (ethical conduct) assessment. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.
<u>CLOSING DATE</u>	:	04 September 2026

<u>POST 30/37</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: ING/2026/08/01</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09), (plus benefits)
<u>CENTRE</u>	:	Ingwe TVET College (Central Office)
<u>REQUIREMENTS</u>	:	Incumbent should have a relevant Senior Certificate / Grade 12/ NCV Certificate (Level 4). Applicants must have a recognised National Diploma (NQF Level 6)/ Degree recognised by SAQA in Supply Chain Management, Logistics Management or a related field. Three (3) to Five (5) years' experience at supervisory level on a salary level 7 or 8 in Supply Chain Management, specifically in tender processes and logistics management, is required. The candidate must have in-depth knowledge of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPPA), Treasury Regulations, the Broad-Based Black Economic Empowerment (BBBEE) Act, and the Supply Chain Management Framework. A comprehensive understanding of the entire supply chain cycle, including demand planning, acquisition, logistics, asset disposal, and supplier relationship management, is essential, along with knowledge of asset management practices and National Treasury guidelines. The ideal candidate must demonstrate advanced administrative, planning, and organisational skills, as well as competencies in financial management, report writing, and project coordination. Strong analytical thinking, problem-solving abilities, and excellent communication and interpersonal skills are critical. Proficiency in relevant computer applications, client-focused service delivery, leadership, and effective team and people management are expected. High levels of integrity, professionalism, technical expertise, and a commitment to service excellence are key attributes required for this role.
<u>DUTIES</u>	:	The successful candidate will be responsible for the development, implementation, review, and monitoring of Supply Chain Management (SCM) policies in line with relevant legislation and regulations. This includes ensuring effective provisioning, procurement, stock control, and reporting processes, while conducting policy awareness across the College. The incumbent will oversee the procurement of goods and services, ensuring compliance with SCM procedures, timely authorisation of official orders, alignment of procurement plans with the College's budget, and proper documentation of all purchasing activities. The role also includes the administration of demand and acquisition management, coordinating tender processes, supporting bid specification, evaluation, and adjudication committees, and ensuring that procurement is aligned with preferential procurement objectives. The candidate will further be responsible for managing the College's asset portfolio by maintaining an accurate and up-to-date asset register, ensuring the barcoding of assets, verifying asset movement, and facilitating asset disposals in line with policies. In addition, the incumbent will oversee the development and maintenance of a secure and current supplier database, monitor supplier compliance, and ensure records are properly maintained. The role also entails the management and supervision of staff within the unit, ensuring performance agreements are in place, and supporting staff development in accordance with institutional performance management systems.
<u>ENQUIRIES</u>	:	Mrs Cikizwa Philis Manto-Mati / Mr. Siseko Jama Tel No: (039) 940 2142, EX.T 152
<u>APPLICATIONS</u>	:	Please hand-deliver your application, quoting the reference number, To: The Office of the Assistant Director: Human Resource Management and Development: Ingwe TVET College; Admin Centre Office, Badibanise A/A, Mt Frere 5090, or email to: cmanto-mati@ingwecollege.edu.za
<u>NOTE</u>	:	All applications must be submitted on the new 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 signed. The Z83 Application Form must be accompanied by a detailed, recently updated, comprehensive CV with three (3) contactable references (provide their contact number and email addresses). Only shortlisted candidates will be contacted to submit the required certified documents. 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. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the

interview. The college reserves the right to withdraw the posts at any time. 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 interests and declare any conflict or perceived conflict of interest. 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. People with disabilities are encouraged to apply. All applicants must consider their applications to be unsuccessful if not contacted within 60 days after the closing date.

<u>CLOSING DATE</u>	:	04 September 2026
<u>POST 30/38</u>	:	<u>SENIOR RISK MANAGEMENT OFFICER REF NO: UMF50/08/2026 (X1 POST)</u> (Permanent)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Risk Management / Internal Audit or equivalent qualification. 3-5 years' experience in Risk fraud, Ethics and integrity Management or related field. Knowledge of relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management environment. Skills: Planning and organising, Financial management, Report writing, Communication and interpersonal, Problem Solving, Computer literacy, Analytical, Client Oriented, Project Management, Team Leadership and people management. Values and Attributes: Client service focus, Integrity, Committed, Proactive and loyal.
<u>DUTIES</u>	:	Ensure overall supervision and facilitate the provision of risk management services. Ensure overall supervision and facilitate the provision of the fraud and anticorruption services. Ensure overall supervision and facilitate the provision of ethics and integrity management services. Ensure overall supervision and facilitate risk, fraud and integrity management awareness and training. Supervise human, physical and financial resources.
<u>ENQUIRIES</u>	:	Ms NA Sibiya Tel No: (035) 902 9501
<u>APPLICATIONS</u>	:	All applications should be emailed to the specified email address. Email: Applications@umfolozi.edu.za The name of the post and reference number must be indicated in the email subject line. Applications should be sent as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
<u>NOTE</u>	:	A fully completed new Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be considered. 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). The Employer reserves the right not to make an appointment. 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. 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. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
<u>CLOSING DATE</u>	:	04 September 2026 at 16:00

<u>POST 30/39</u>	:	<u>SENIOR LABOUR RELATIONS OFFICER REF NO: UMF51/08/2026 (X1 POST)</u> Permanent)
<u>SALARY</u>	:	R413 001 per annum (Level 08), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Recognised National Diploma (NQF 6) in Labour Relations, Employee Relations / Human Resource Management or equivalent qualification. 3-5 years' experience in Labour Relations or Human Resource Management environment or related field. Divers licence. Computer literacy. Added advantage: PERSAL Certificate. Knowledge of Labour Relations Act, Public Services legislations and policies and related to Human Resource Management (HRM). Knowledge of implementing PSSCBC resolutions. Knowledge and understanding of process, grievance and dispute resolutions process. Sound knowledge of Labour Relations statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/ CET administration. Knowledge and understanding of Higher Education sector (PSET and CET). Knowledge of PERSAL. Skills: Investigations and negotiations. Administration. Planning and organising. Financial management. Report writing. Communication and interpersonal. Problem solving. Analytical. Client oriented. Project management. Team leadership. People management. Conducting investigations and presentation skills. Values/ attributes. Clients service focus. Integrity. Committed. Proactive. Loyal and Ethics.
<u>DUTIES</u>	:	Ensure overall supervision and proper implementation of labour relations guidelines and processes. Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes. Ensure overall supervision and proper implementation of misconduct case processes. Ensure overall supervision and proper implementation of collective bargaining and dispute resolution. Ensure overall supervision and represent the employer and monitor the implementation of litigation outcomes. Ensure overall supervision and sound employment relationships. Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconducts and collective bargaining. Supervise human, physical, financial and other resources.
<u>ENQUIRIES</u>	:	Ms NA Sibiya Tel No: (035) 902 9501
<u>APPLICATIONS</u>	:	All applications should be emailed to the specified email address. Email: Applications.central@umfolozi.edu.za The name of the post and reference number must be indicated in the email subject line. Applications should be sent as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
<u>NOTE</u>	:	A fully completed new Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be considered. 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). The Employer reserves the right not to make an appointment. 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. 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. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.
<u>CLOSING DATE</u>	:	04 September 2026 at 16:00

<u>POST 30/40</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: UMF52/08/2026 (X1 POST)</u> (Permanent)
<u>SALARY</u>	:	R338 106 per annum (Level 07), plus benefits as applicable in the Public Sector
<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Appropriate recognised Bachelor's Degree (NQF7) in Psychology or BA Social Work (Major in Psychology) or Sports Science, or equivalent qualification Valid driver's license. Computer proficiency (MS office Suits). 1-2 years in Employee Health and Wellness environment or related field. Knowledge of integrated Employee and Wellness strategic framework. Understanding of Wellness Management including psychosocial, physical, financial and organisational wellness. Understanding of HIV/AIDS and TB Management. Understanding Health and Productivity, including PILLIR, Understanding Safety Health Environment, and Risk Quality Management including processes of COIDA. In depth knowledge in conducting counselling. Understanding of special programmes such as Gender and Disability. Knowledge and understanding of research methods. Knowledge of PERSAL. Personal Administration Standard and CORE. Public Service regulations and PFMA. Public Service Act. Knowledge of Recruitment, Training, PMDS and IQMS procedures and processes. Knowledge of Labour Relations Act and understanding of bargaining process and dispute resolutions. Basic Knowledge of Health and Wellness policies, processes system. Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education Sector. Skills: Human Resource Administration and Development. Investigations and negotiations. Administrative. Planning and Organising. Financial Management. Report writing. Communication and Interpersonal. Problem solving. Computer literacy. Analytical. Client oriented. Project management. Team leadership. People management and Presentation. Values/ attributes: Client focus; integrity; Committed; Proactive; Loyal and Ethics.
<u>DUTIES</u>	:	Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework. Provide support in the implementation of Employee Wellness programme service. Provide effective and efficient administrative support in the mitigation of the impact on HIV/ AIDS, TB and STI epidemic in the college. Provide logistical support in commemoration of HIV/ AIDS, STI and TB events in accordance with the nation strategic plan. Provide effective and efficient administrative support.
<u>ENQUIRIES</u>	:	Ms NA Sibiya Tel No: (035) 902 9501
<u>APPLICATIONS</u>	:	All applications should be emailed to the specified email address. Email: Applications.central@umfolozi.edu.za The name of the post and reference number must be indicated in the email subject line. Applications should be sent as one PDF document, without any qualifications. No Faxed applications will be accepted. Applications that do not comply with the above specifications will be disqualified.
<u>NOTE</u>	:	A fully completed new Z83 form (in line with DPSA circular 19 of 2022), obtainable from any Public Service Department or on the internet at www.dpsa.gov.za , and a detailed Curriculum Vitae. Copies of qualifications and other relevant documents must not be included in the application. Only shortlisted candidates will be required to submit certified copies of qualifications on the day of the interview. Communication will be limited to shortlisted candidates. A separate application must be submitted for each post that you are applying for. Late applications (received after closing date and time) and incomplete applications will not be considered. 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). The Employer reserves the right not to make an appointment. 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. 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. Applicants who have not been invited for an interview within 60 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 04 September 2026 at 16:00