

**DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(ELANGENI TECHNICAL VOCATION EDUCATION AND TRAINING)**
Elangeni Technical Vocation Education and Training is an Equal opportunity employer inviting applications from suitable experienced applicants for these permanent posts.

- APPLICATIONS** : Quoting the relevant reference number, direct your application to: The Deputy Principal: Corporate Services, Elangeni TVET College, Private Bag X 9032 Pinetown 3610 or hand deliver to 15 Portsmouth Road, Pinetown (Mon-Fri 07:30 – 16:00)
- CLOSING DATE** : 15 July 2022 @ 13h00
- NOTE** : The application must include only completed and signed new Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za, and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualification as well as a driver's license where necessary, will only be submitted by shortlisted candidates to HR on or before the day of the interview date, following communication from HR. Incomplete and unsigned application will not be considered. The filling of the post will be done in terms of Department approved Employment Equity Plan. The ETVET is committed to providing equal opportunities and practicing affirmative action employment. The college reserve the right not to make any appointment. It is our intention to promote representatively: race, gender, and disability in the department through the filling of post and candidate whose appointment, will promote representatively will receive preference. Correspondence will be limited subjected to shortlisted candidates only. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification. Applicants who have not been contacted within eight weeks of the closing date of advertisement should accept that their applications were unsuccessful.
- ERRATUM:** Kindly note the two (2) posts were advertised in Public Service Vacancy Circular 22 dated 17 June 2022 (**FOR THEKWINI TVET COLLEGE**). The Key Result Area for Assistant Director: Employee Relations post SL9 have been added as follows: Manage Employee related Programs and supervise Employee Assistant Practitioner. Note: Candidates will be subjected to competency assessment test, Portfolio Presentation and Specialist Knowledge test as part of the selection criteria. Link to apply for Assistant Director: Employee Relations post SL9, Ref: CO 01/06/2022 Job Detail | My Website (thekwini.edu.za). The closing date for Assistant Director: Employee Relations post (Level 09) has been extended to 15 July 2022

OTHER POSTS

- POST 24/40** : **SENIOR RISK & FRAUD PREVENTION OFFICER REF NO: HRM 79/2022**
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : Elangeni TVET College, Central Office
- REQUIREMENTS** : 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 the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk Fraud, Ethics and Integrity Management environment. Must have valid driver's licence.
- DUTIES** : Ensure overall supervision and facilitate the provision of risk management services Identify risks at the College. Facilitate the strategic risk assessment. Facilitate the operational risk assessment. Facilitate the process level risk assessment. Compile risk register for strategic, operational and process level. Provide Risk Management Report to College management and Risk Management Committee on quarterly bases. Follow up on the implementation of the mitigating action plans that were put in place to reduce the risk to an acceptable level. Ensure overall supervision and facilitate the provision of fraud and anticorruption services. Facilitate the development and maintenance of internal anti-corruption system. Facilitate the Fraud/ Corruption risk assessments. Conduct investigations on allegations of corruption. Ensure overall supervision and facilitate the provision of ethics and integrity management services Facilitate the promotion of the implementation of code

of conduct e.g. remunerative work & gift register. Facilitate the promotion of financial disclosure system. Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings Facilitate training, workshops and awareness on risk, fraud, ethics and integrity management. Supervise human, physical and financial resources.

ENQUIRES : MR NE Mkhize Tel No: 031 492 4363

POST 24/41 : **CHIEF REGISTRY CLERK REF NO: HRM 80/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Elangeni TVET College, Central Office
REQUIREMENTS : A grade 12 certificate, Recognized National Diploma in Public Management/ Information Management (NQF level 6) with 3-5 years' experience in clerical/administrative or equivalent qualification. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Knowledge and understating of legislative framework governing the Public Services. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

DUTIES : Supervise and Provide registry counter services. Supervise the handling incoming and outgoing correspondence. Supervise and render an effective filing and record management service. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing of documents for archiving and/ disposal. Supervise Human Resource/staff.

ENQUIRIES : MR NE Mkhize Tel No: 031 492 4363

POST 24/42 : **STUDENT LIAISON OFFICER REF NO: HRM 81/2022**

SALARY : R261 372 per annum (Level 07)
CENTRE : Elangeni TVET College, Qadi
REQUIREMENTS : A recognized National Diploma/Degree in Social Science / Psychology /Education or equivalent relevant qualification. 2-3 years' experience in student support services Education/ Teaching and Learning environment or related field. Proven knowledge of Public Sector. Knowledge of TVET environment. Proven knowledge of Psychology practice. Teaching background. Public Service legislative framework such as Public Service Act, Public Service Regulations, PFMA, Treasury Regulations. Batho Pele principles.

DUTIES : Provide student liaison services at the Campus. Provide welfare support to students by liaising between stakeholder/persons. Prepare weekly and monthly reports. Assist students as and when required. Assist with academic support plan for identified students. Attend to any student accommodation needs. Guide students to make the right decision and improve their performance. Ensure that there is continuous awareness and level of knowledge in HIV/AIDS to students. Address socio-economic student matters appropriately including substance and other relevant matters. Promote regular attendance of students and monitor the attendance register. Conduct home visits when necessary and interview/counsel students, staff, families and other relevant stakeholders in order to identify contributing factors associated with low attendance concerns. Support student, families by establishing and delivering absence reduction programs.

ENQUIRIES : Mr NE Mkhize Tel No: 031 4924363

POST 24/43 : **GENERAL ADMINISTRATIVE CLERK (X2 POSTS)**

SALARY : R176 310 per annum (Level 05)
CENTRE : Elangeni TVET College, Central Office
 Registration Services Ref No: HRM 82/2022
 Academic Services Ref No: HRM 83/2022

REQUIREMENTS : A Grade 12 certificate (NQF Level 4) or equivalent. 1-2 years' experience human resource management/ public management/financial management environment or equivalent field. Knowledge of Human Resource policies, procedures and practices. Knowledge of establishment processes and procedures. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc. Understating of legislative framework governing the Public Services.

DUTIES : Implement the post establishment in accordance with the College's HR policies and strategies. Capture new employees on the TVETMIS, MSS Coltech system etc. Match and align employees on the establishment in accordance with the approved structure of the College. Draw PERSAL Establishment for auditing. Create PERSAL codes. Create Posts on Establishment. Ensure reliable and accurate post class code and rank codes match. Ensure posts are reserved correctly. Keep stats of vacancies as per Establishment. Maintain employees' information according to the determined norms and standards. Monitor the 63% threshold in terms Compensation of Employees budget and ensure the College complies with the 63% threshold. Provide monthly establishment reports to the relevant units and stakeholders.

ENQUIRES : Mr NE Mkhize Tel No: 031 492 4363

POST 24/44 : **BURSARY CLERK REF NO: HRM 84/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Elangeni TVET College, Central Office
REQUIREMENTS : Grade 12 or relevant qualification. 1-2 years Education/Teaching and Learning Environment or related field. Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (ITS etc.)

DUTIES : Assist with the coordination of bursary application processes. Assist with Coordinating and monitoring of financial aid processes. Assist with analyzing the NSFAS provisionally funded students. Assist with the coordination of bursary allocations. Assist with the coordination of providing feedback to students relating to the progress of the bursary process as communicated by NSFAS. Assist in reporting on all bursary allocations and progress.

ENQUIRES : Mr NE Mkhize Tel No: 031 4924363

POST 24/45 : **EXAMINATION CLERK REF NO: HRM 85/2022**

SALARY : R176 310 per annum (Level 05)
CENTRE : Elangeni TVET College, Mpumalanga Campus
REQUIREMENTS : Grade 12. A recognised National Diploma (NQF 6) in Education/Administration or equivalent qualification will be an added advantage .1-2 years' in the Teaching and Learning environment/ examination related field. Knowledge of White Paper on PSET. Knowledge of the Public TVET sector and its regulatory and legislative framework. Knowledge and understanding of the Higher Education sector. Knowledge and understanding of COLTECH system, TVETMIS, and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development.

DUTIES : Assist with the coordination of internal and external examination assessment Assist in coordinating training for Invigilators, Markers and Data Capturers. Assist to facilitate examination and Irregularity Committee for the campus and serve as a Secretariat. Assist to process application and issuing of certificates services. Render administration support for the examination unit.

ENQUIRIES : Mr NE Mkhize Tel No: 031 4924363

POST 24/46 : **RECEPTIONIST REF NO: HRM 86/2022**

SALARY : R147 459 per annum (Level 04)
CENTRE : Elangeni TVET College, Inanda
REQUIREMENTS : NQF Level 4 or 5 (Grade 12 certificate or equivalent) Minimum of 1 year experience. Must be computer literacy. Knowledge of Department of Higher Education mandate (TVET, CET and Skill Development). Knowledge of DHET policies and business units. Knowledge of relevant legislation, prescripts, policies and procedures.

DUTIES : Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as a fax machines and photocopiers. Liaise with internal and external personnel. Maintain telephone directory. Maintain and control visitors register at reception.

ENQUIRIES : Mr NE Mkhize Tel No: 031 4924363

<u>POST 24/47</u>	:	<u>DRIVER (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R147 459 per annum (Level 04)
	:	Elangeni TVET College:
		Mpumalanga Ref No: HRM 87/2022
		Ntuzuma Ref No: HRM 88/2022
		KwaDabeka Ref No: HRM 89/2022
		KwaMashu Ref No: HRM 90/2022
		Inanda Ref No: HRM 91/2022
		Qadi Ref No: HRM 92/2022
		Ndwedw Ref No: HRM 93/2022
<u>REQUIREMENTS</u>	:	A grade 10 qualification/ standard 8 and valid code 08 drivers licence. 7-12 Months relevant experience Knowledge of relevant legislation, prescripts, policies and procedures. Procedure for motor maintenance of motor vehicle. Storage requirement. Messenger services. Routing 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 kilometers services.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handle. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Assist in the registry, copy and fax document, collect and deliver documentation and related items in the department.
<u>ENQUIRIES</u>	:	Mr NE Mkhize Tel No: 031 4924363
<u>POST 24/48</u>	:	<u>HANDYMAN (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R124 434 per annum (Level 03)
	:	Elangeni TVET College, Central Office
		Corporate Services Ref No: HRM 94/2022
		Corporate Services Ref No: HRM 95/2022
<u>REQUIREMENTS</u>	:	0-6 Months experience Semi Skilled Manual. Knowledge of infrastructure maintenance. Knowledge of infrastructure policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of building laws. Safe keeping of tools. Storage requirement.
<u>DUTIES</u>	:	Maintenance of office buildings. Conduct regular building inspections Attend to minor electrical, plumbing and carpentry problems. Maintenance of office equipment and furniture. Repair broken furniture and equipment Report defects. Safekeeping of maintenance tools and supplies.
<u>ENQUIRIES</u>	:	Mr NE Mkhize Tel No: 031 4924363
<u>POST 24/49</u>	:	<u>PHOTOCOPY OPERATOR REF NO: HRM 96/2022</u>
<u>SALARY CENTRE</u>	:	R104 073 per annum (Level 02)
	:	Elangeni TVET College, Central Office
<u>REQUIREMENTS</u>	:	Grade 8/ Basic Education (Below standard 8). No experience required. Knowledge of repetitive tasks. Knowledge of facilities policies. Knowledge of relevant legislation, prescripts, policies and procedures. Knowledge of hygiene. Storage requirement.
<u>DUTIES</u>	:	Operate the photocopier machines: Make photocopies for staff. Report any malfunctioning of photocopier machines. Keep records of photocopier machine activities. Scanning of documents. Binding and laminating of documents: Provide counter services: Receive the request form and documents. Contact clients when documents are ready. Update the index. Attend to counter queries. Perform minor maintenance on the photocopier machine: Arrange for the servicing of and repair to the machines. Undertake the general maintenance and cleaning of the machines. Make requisition for photocopying materials: Ensure that photocopying materials and equipment's are stored away securely, Arrange for the re-ordering of copy papers, staples and toners.
<u>ENQUIRIES</u>	:	Mr NE Mkhize Tel No: 0314924363