

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Central Johannesburg TVET College)
(Tshwane North TVET College)
(Esayidi TVET College)
(Majuba TVET College)
(Maluti TVET College)
(Letaba TVET College)

ERRATUM: (For Letaba TVET College): Please note that the post that was advertised on Public Service Vacancy Circular 41 dated 28 October 2022 namely Student Support Officer: Permanent with Ref No: 13/10/2022, the centre for the post is no longer at Tzaneen Campus but Giyani Campus. Please note that the closing date has been extended to 09 December 2022. NB: Applicants who previously applied, they do not need to re-apply. Enquiries regarding the above information should be directed to: Mr KL Mojela at Tel No: 015 307 5440

OTHER POSTS

<u>POST 45/114</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATION SERVICES REF NO: TNC/CO/22 – 11/1</u> Nature of Appointment: Permanent Appointment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R491 403 per annum (Level 10), plus benefits Central Office Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Education (NQF Level 6) or equivalent. An Honours degree will be an added advantage. At least five years' experience in managing assessment, conducting external examinations as well as Teaching and Learning in the TVET sector. 2-3 years' experience in the management of assessment and examinations. An experience as a national examiner and/or moderator will be an added advantage. A valid SACE Certificate. Computer literate in MS Office 365 (Word, Excel, PowerPoint, and Outlook). Experience in managing training of examination officials. Knowledge and understanding of the TVETMIS and ITS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Excellent leadership and management skills. Contract management principles and practices. Basic budgeting principles and practices. Excellent verbal and written communication skills including presentation and report writing- skills. Must be able to work under pressure and adapt to changes in the TVET sector. Computer literate on assessment & examination e-learning platforms. A valid driver's license. Ability to work long hours and under pressure. Willingness to travel.
<u>DUTIES</u>	:	Manage the college examination and assessments section. Standardisation of ICASS assessments across campuses. Coordinate collaboration groups and subject committees on the setting of quality and standardised assessment tasks and moderation thereof. Coordinate the Site-Based Assessments (SBA) as per the DHET Policies and Guidelines. Manage the internal marking centres at campuses. Oversee the process of internal marking. Coordinate the marker and moderator applications to DHET. Ensuring the submissions of all term marks to MIS are done timeously. Verification of submitted college term marks on assessments and final resulting. Support the integrity of the implementation of ISAT at all campuses. Provide assessment and examination support to all campuses. Monitor all campuses on the implementation of examination related policies. Ensuring the state of examination readiness at all campuses. Manage the process of resolving pending results. Monitor and support distribution point managers. Oversee the implementation of DHET/College management plans concerning assessments and examinations. Liaise between the college and DHET on all the examination and assessment related matters. Develop, review, and implement the college examination related policies. Provide guidance and assistance to the graduation committee. Writing of reports as and when required, inclusive of broad management and academic board reports.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940

- APPLICATIONS** : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. NO Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.
- NOTE** : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply.
- CLOSING DATE** : 12 December 2022 at 12:00
- POST 45/115** : **ASSISTANT DIRECTOR: CURRICULUM IMPLEMENTATION REF NO: TNC/CO/22 – 11/2**
Nature of Appointment: Permanent Appointment
- SALARY** : R491 403 per annum (Level 10), plus benefits
- CENTRE** : Central Office
- REQUIREMENTS** : Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Education (NQF Level 6) or equivalent. An Honours degree will be an added advantage. At least 5 years' experience in the TVET sector delivering academic programmes. A minimum of three years' experience at management level. Valid SACE Registration. A sound and thorough knowledge of TVET College programmes. Computer literacy. Leadership, management, and project management skills. Good research, communication, report writing and presentation skills. Ability to work independently as well as in a team. Planning, organising, leading, and control skills. Knowledge and understanding of the PSET White paper and CET Act. Knowledge and understanding of the NDP 2030, Skills Development Act, Employment of Educators Act, Public Service Act, and Labour Relations Act. A valid driver's license. Ability to work long hours and under pressure. Willingness to travel.
- DUTIES** : Provide curriculum improvement and implementation support for ministerial programmes in line with the strategic objectives. Oversee and report on the implementation of IQMS and provide lecturer development support. Conduct impact assessment on training interventions and initiatives to improve student and lecturer performance. Develop, implement, and monitor academic and curriculum policies. Support the implementation of new programmes, qualifications, and curriculum. Conduct research on labour market needs to identify and recommend new demand driven, relevant and responsive programmes. Coordinate the implementation of ICASS guidelines for Report 191 and NC (V). Develop policy/guidelines for the management of curriculum. Provide required support to the college executive and oversight bodies. Oversee coordinated curriculum delivery at college delivery sites. Plan for the delivery of quality teaching and learning. Provide support and assistance with admission processes. Ensure the provision of guidance for the improvement of curriculum content and delivery based on engagement with public and private industry stakeholders. Plan, implement and monitor the blended curriculum delivery mode and online learning across campuses. Analyse results and implement intervention plans for critical subjects. Plan class visits for classroom teaching and learning, ICASS and ISAT support. Identify learner material, equipment, and other resource requirements. Coordinate the provision of learning materials. Manage the Human, Financial and other resources of the unit.

- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940
- APPLICATIONS** : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. NO Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.
- NOTE** : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply.
- CLOSING DATE** : 12 December 2022 at 12:00
- POST 45/116** : **ASSISTANT DIRECTOR: STUDENT REGISTRATION SERVICES REF NO: ADSRS/01/2022**
- SALARY** : R491 403 per annum (Level 10), plus benefits as applicable in the Public Service
- CENTRE** : Campus: Central Office
- REQUIREMENTS** : Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6) in Business Administration, Public Management or related qualification plus at least 3-5 years relevant supervisory experience, computer literacy and a valid driver's license. Recommendations: Experience in the post schooling education and training (PSET) sector will be an added advantage Extensive experience in any or all of the following general management spheres: registry, strategy and support management. Willingness to work irregular hours and travel extensively. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Skills: Proven report writing and presentation skills in the public sector and its legislation framework, Good communication skills and people Empowerment, Planning and execution, Proven computer literacy, including advanced MSWord, MS Excel and MS PowerPoint. Proven ability to effectively manage change. Leadership skill.
- DUTIES** : Manage the administration of the overall student registration: Develop, review and monitor the implementation of policies and procedure in relation to student registration, admission, scheduling and records. Provide workshops on the implementation of policies and procedure in relation to student registration, admission, scheduling and records Develop marketing strategies to attract new potential students Manage student registration and ensure proper procedure are followed. Develop and review registration document for accuracy Manage the database for new graduates and alumni into the job market. Ensure provisioning of pre-entry support services to student during the registration process in relation to (financial aid, bursaries, student accommodation) Provide guidance and testing of students, with regard to choice of and placement within programmes. Maintain and update database of students enrolled within programmes Ensure that student orientate are conducted into college and campuses Ensure that learner's information are captured on Information Technology System (ITS). Oversee the provision of student financial aid and bursary services support Ensure that the TVET Bursary Scheme is

administered strictly according to the bursary rules and guidelines. Coordinate and chair the financial aid committee meeting and facilitate the awarding of approved college financial assistance programme. Verify compiled data on bursary statistics. Monitoring the tracking of student bursary requirements compliance and implement remedial initiative as required. Identify potential sponsors in recognising academic achievement. Manage the administration of student learning materials. Oversee issuing and collection of textbooks and learning materials. Ensure textbooks are well maintained. Manage the coordination of career exhibition services. Market college programmes at schools, exhibition and during open days at college. Management of all Human, Financial and other resources of the unit.

**ENQUIRIES
APPLICATIONS**

: Mr PM Ntshangase on Tel No: 0343264888
: Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

NOTE

: Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached “Notice and Declaration by Applicants for Employment” form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE

: 09 December 2022

POST 45/117

: **ASSISTANT DIRECTOR: TVET MANAGEMENT INFORMATION SYSTEMS
REF NO: ADTVETMIS/02/2022**

SALARY

: R491 403 per annum (Level 10), plus benefits as applicable in the Public Service

**CENTRE
REQUIREMENTS**

: Campus: Central Office
: Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor’s Degree in Information Management, Computing or related qualification plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver’s license. Recommendations: Practical working experience in the data analysis and advanced experience in the development of policies/ implementation strategies will be an added advantage. Knowledge of policies and governance environment of TVET Colleges including knowledge of the TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management. Knowledge, understanding, application and interpretation of office management, Coltech, data warehouse and IT prescripts. Skills:

Administrative, 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 : TVET MIS management, capturing and data extraction for the college Set up the system in readiness for enrolment and support other processes Control the quality of captured data and report if there are errors Maintain the college TVET MIS system Manage the student data Use various tools to extract data to facilitate statistical reporting Interact with service providers regarding upgrades and request for assistance Maintain data on student registration Submit monthly reports on skills & leanerships Compile, monitor academic examination and staff statistics of the college and submit reports on quarterly basis to management and DHET. Compile monthly, quarterly and annual reports as requested. Maintain, capture and validate inputs captured on Coltech student and other related systems Set up the student system for registration of students and ensure creditability and reliability Maintain the Coltech student system and other related system Monitor the capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office. Management of human, physical and financial resources. Render management services to staff Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

ENQUIRIES : Mr PM Ntshangase on Tel No: 0343264888
APPLICATIONS : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the 'CV' Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

NOTE : Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by Applicants for Employment" form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE : 09 December 2022

POST 45/118 : **ASSISTANT DIRECTOR: PARTNERSHIP AND LINKAGES REF NO: ADPL/03/2022**

SALARY : R491 403 per annum (Level 10), plus benefits as applicable in the Public Service.

CENTRE : Campus: Central Office

REQUIREMENTS : Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in

Project Management/ Marketing or related qualification plus at least 3 to 5 years supervisory experience in a Project Management/ Business Development and/or related environment computer literacy and a valid driver's license. Recommendations: Knowledge and experience in building partnerships, Innovation, Marketing and Entrepreneur insight, Financial Management, Mobilising resources, Interpretation of statutes Knowledge of Public Service Act, PFMA, Treasury regulations and other frameworks. Business planning. Visibility analysis. Knowledge and understanding of administration reporting process and procedures. Skills: Negotiation, Communication, Presentation, Academic Process and moderation procedures, Administrative 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

: Partnerships Management Build a database of local business and other linkages Participate in business forums and identify project opportunities Develop project proposals and plans for joint initiatives Facilitate handover with the College managers Form partnership with industry and relevant stakeholders Business opportunities scanning Identify opportunities for College income generation Establish work environment simulation potential Provide market needs business case rationale for all opportunities Identify appropriate partner or service provider Coordinate the submission of tenders and funding proposals Provide information and reports on programmes, funding and partnership to DHET and other stakeholders Local and Provincial government relations Develop and update schedule of local government projects and opportunities Identify College synergies potential contribution to provincial departments Build relationships with relevant officials, establish a database of key contacts and participate in meetings as appropriate. Develop proposals for partnering on specific practical opportunities aligned with College core business Research Management Conduct visibility studies for all new and proposed projects Develop the project and budget Partner with relevant research organisations Negotiate and sign service level agreements and or contracts with clients Provide training and support to LPU and campus staff members on SETA and contractual compliance matters Coordinate accreditation and application for new programme approvals Handover the project to the relevant campus or occupational manger Oversee and maintain student work placement and Work Integrated Learning (WIL) Ensure that the TVET college student placement and WIL policy is in place and adhered to Analyse the job market, identify scarce skills and match available opportunities with college programme mix Ensure that an effective system is in place to assist learners to find job placement Identify potential partners and networks to benefit and support existing graduates Negotiate the employment opportunities with the employers and promote ex-graduate for vacancies Ensure that they attend the strategic meeting with SETA to negotiate graduate's placement and facilitate the signatory of Memorandum of Understandings (MoU's) Oversee SETA discretionary grant applications Oversee the implementation of Workplace Base Exposure Submission of quarterly monitoring and evaluation data Management of all Human, Financial and other resources of the unit.

**ENQUIRIES
APPLICATIONS**

: Mr PM Ntshangase on Tel No: 0343264888
: Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the 'CV' Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

NOTE

: Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by Applicants for Employment" form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted.

Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred will be due to your own application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

- CLOSING DATE** : 09 December 2022
- POST 45/119** : **ASSISTANT DIRECTOR: CURRICULUM DEVELOPMENT AND IMPLEMENTATION (OCCUPATIONAL PROGRAMMES) REF NO: ADCDIOP/04/2022**
- SALARY** : R491 403 per annum (Level 10), plus benefits as applicable in the Public Service
- CENTRE** : Campus: Central Office
- REQUIREMENTS** : Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Office Management and Technology or related qualification plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver's license. Recommendations: Knowledge of PSET and CET Act. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. 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. Skills: Management skills, Decision making, Financial management, Conflict management, Human Resource management, Time and people management, Good communication skills, Presentation and facilitation skills, Advanced computer literacy, Good analytical skills.
- DUTIES** : Planning, Managing and Monitoring of programmes: To plan for implementation of learnerships and short skills programme To manage all administration of the programs that are currently running To monitor progress of the programmes and do site visits where necessary Establishment of partnerships: To establish more partnerships with public and private sector to get more funding for learnerships and short skills programme To establish partnerships for work placements of learners who are doing learnerships to be able to do their practicals To sustain partnership that are already in existence with the College Programme accreditation with all Seta's To apply for accreditation for programme with all Seta's as per the need of the industry and the need of the communities that we are serving as the College To align our application for accreditation with Skills Audits of both Municipalities Budget Control: To be responsible for the Sectional budget on payment of training providers, facilitators and learner stipends Purchase of stationery, PPE's and work equipment Risk Management and Reporting: To identify risks that may affect smooth running of the Unit like drop outs of learners on learnerships which is mostly caused by non-payment of stipends To submit monthly reports to BMM and quarterly reports to funders.
- ENQUIRIES** : Mrs Z Nkabinde on Tel No: 0343264888
- APPLICATIONS** : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the 'CV' Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).
- NOTE** : Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal

Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by Applicants for Employment" form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE

: 09 December 2022

POST 45/120

: **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LET 16/10/2022**
Permanent

SALARY
CENTRE
REQUIREMENT

: R393 711 per annum (Level 09)
: Central Office
: An appropriate Bachelor Degree or equivalent qualification majoring in Financial Management, Auditing, Accounting or Supply management. Five years relevant working experience in Finance of which two years must be on supervisory level. (Complete SAICA/SAIPA/ACCA articles with an Audit firm or SAICA registered company would be an added advantage-proof should be attached). An understanding of the Public Finance Management Act, 1999 (PFMA), Continued Education and Training (CET)Act, Generally Recognised Accounting Principles (GRAP), Supply Chain Management, Preferential Procurement Policy Framework and Treasury Regulations, Knowledge of Pastel, and experience in preparing financial statement. Skill and attributes: Communication and interpersonal, Conceptual, analytic, presentation, report writing, leadership, computer literacy, problem solving and negotiation skill.

DUTIES

: The incumbent will be responsible for management of fixed assets, inventory, expenditure and procurement units of the college. The main duties will be as follows; Coordinate, review, research, analyses and plan the procurement needs of the college. Coordinate review, collect and collate information for the annual procurement plan. Supervise and compile tender/quotation specifications as required. Develop, implement, and maintain the college supplier database. Coordinate and review the processing of requisitions for goods and services. Follow up on outstanding purchase orders. Coordinate the safekeeping and distribution of goods. Coordinate, oversee and supervise the payment of suppliers and the management of creditors including contract management. Develop and implement an effective fixed asset and inventory management system and coordinate the asset verification and stock count of the college's assets and updating of the register/inventory reports. Preparation of assets, inventory and supply chain related budgets and council reports. Develop and implement an effective document management system for all the payment vouchers /contracts and supply chain documentation. Assists in the preparation of the Annual Financial Statements (AFS). Supervise employees to ensure an effective demand and acquisition management services and effective internal controls. Prepare the audit file for auditors and assist with resolving of audit queries.

- ENQUIRIES** : Mr P Mokhonazi /Mr KL Mojela / Ms PL Mokgobi on Tel No: (015) 307 5440
- APPLICATIONS** : Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- NOTE** : Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.
- CLOSING DATE** : 09 December 2022 at 16:00
- POST 45/121** : **ASSISTANT DIRECTOR: OFFICE MANAGER (OFFICE OF THE PRINCIPAL) REF NO: ADOM/05/2022**
- SALARY** : R393 711 per annum (Level 09), plus benefits as applicable in the Public Service
- CENTRE** : Campus: Central Office
- REQUIREMENTS** : Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Public Management/ Business Management / Office Management and Technology or related qualification plus at least 3 to 5 years of relevant supervisory experience in a strategic planning and administration environment or related field. Recommendations: Advanced experience in the development of policies/ implementation strategies and practical experience in Office Management and Technology or public management will be an added advantage. 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 coordinate 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 programmes/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**

: Mr SJ Mlotshwa on Tel No: 0343264888
 : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

NOTE

: Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached “Notice and Declaration by Applicants for Employment” form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

CLOSING DATE

: 09 December 2022

POST 45/122

: **ASSISTANT DIRECTOR: RISK, FRAUD, ETHICS AND INTEGRITY
MANAGEMENT REF NO: ADRFEI/06/2022**

SALARY

: R393 711 per annum (Level 09), plus benefits as applicable in the Public Service.

**CENTRE
REQUIREMENTS**

: Campus: Central Office
 : Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor’s Degree in a Risk Management, Internal Audit or related field qualification plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver’s license Recommendations: Knowledge of the relevant prescripts,

legislation and regulations. Knowledge and understanding of the Risk Management or Internal Audit environment. Practical experience in Internal Audit will be an added advantage. 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

: Develop, review and monitor the implementation of risk, fraud, ethics and integrity management policy. Develop and review risk, fraud, ethics and integrity management policies. Monitor the implementation of risk, fraud, ethics and integrity management policies. Provide training, workshops and awareness on Provide training, workshops and awareness on fraud and risk to management and employees. Provide reports in relation to trainings, workshops and awareness campaigns. Provide Risk Management services 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. The provision of Risk identification and mitigation 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 dissemination of the risk management strategy and the associated plan to employees. Ensure regular communication on outstanding items on the risk register. Manage fraud and anticorruption services Develop and maintain internal anti-corruption system. Fraud/Corruption risk assessments. Conduct investigations on allegations of corruption. Provide ethics and integrity management services. Promote the implementation of code of conduct e.g. remunerative work & gift register. Promotion of financial disclosure system. Management of all Human, Financial and other resources of the unit.

ENQUIRIES

APPLICATIONS

: Mr SJ Mlotshwa on Tel No: 0343264888
: Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

NOTE

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CLOSING DATE

: 09 December 2022

<u>POST 45/123</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: ADLR/07/2022</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09), plus benefits as applicable in the Public Service
<u>CENTRE</u>	:	Campus: Central Office
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Labour Relations, Employment Relations and Human Resource Management or related qualification plus at least 3 to 5 years of supervisory experience in Labour Relations or Human Resource Management environment or related field, computer literacy and a valid driver's license Recommendations: Advanced experience in interpretation, development and implementation of policies. Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management. Sound knowledge of Labour Relation statutes. Sound knowledge of International Labour Organization (ILO). Knowledge and understanding of the TVET/ CET Administration. Knowledge and understanding of the Higher Education sector. Knowledge of PERSAL. Skills: Administrative, Planning and organizing, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management, Conducting investigations, Presentation skills.
<u>DUTIES</u>	:	Maintain sound Labour Relations Render advice on labour related matters Develop and implement Human Resource policies and manuals Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct Conduct investigations and disciplinary hearings Management of strike action Minimize Labour disputes Facilitate and conduct labour relations training and workshops Ensure proper implementation of the collective bargaining council resolutions Management of all Human, Financial and other resources of the unit.
<u>ENQUIRIES</u>	:	Mr KA Shangase on Tel No: 0343264888
<u>APPLICATIONS</u>	:	Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the 'CV' Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).
<u>NOTE</u>	:	Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached "Notice and Declaration by Applicants for Employment" form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.
<u>CLOSING DATE</u>	:	09 December 2022

<u>POST 45/124</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN AND CONTRACTS MANAGEMENT REF NO: ADSCCM/08/2022</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09), plus benefits as applicable in the Public Service
<u>CENTRE REQUIREMENTS</u>	:	Campus: Central Office Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in Supply Chain Management or Logistics Management or related qualification plus at least 3 to 5 years of supervisory experience in Supply Chain Management (tender and logistics Management) or related field, computer literacy and a valid driver's license. Recommendations: Advanced experience in the development of policies/ implementation strategies. Practical experience in Sage Pastel/ Evolution and interpretation of the system generated report as well as practical knowledge of managing three bid committees will be an added advantage. 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, contract management and supplier relationship management. Understanding of National Treasury's Supply Chain Management guidelines. Skills: Administrative, Planning and organising, Financial management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management.
<u>DUTIES</u>	:	Develop, review, implement and monitor SCM policies in line with relevant legislation. Ensure the implementation and monitoring of Supply Chain and Contracts management policies .Introduce a system for provisioning, procurement and reporting. Identify preference point system and appropriate goals per commodity in terms of preferential procurement policy objectives. Conduct awareness on approved SCM policies. Oversee the procurement of goods and services for the college: Ensure that all procurement is in compliance with the Supply Chain Management (SCM) policies and procedures of the college. Ensure that all official orders are compiled and authorized within three days form the date of recipients of the quotations or comparative schedules. Align 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. Ensure that the receipt of goods and services are submitted to finance department for processing. Oversee the development, maintenance and utilisation of the central supplier database. Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence and related follow up. Oversee the administration of demand and acquisition Manage the administration of tender briefing session Manage preparation of a tender document upon receipt from tender bid specification committee Manage preparation of logistics for the Evaluation and Adjudication Committees Serve as an observer in the Evaluation and Adjudication Committee. Ensure that adjudication is monitored and aligned with the preferential procurement strategy Establish the bid specification, bid evaluation, bid adjudication committee and oversee the proper functioning of the committee. Ensure the development and utilisation of a supplier database and bid processes. Ensure an up to date database of service providers: Oversee the development and utilisation of a supplier database. Ensure that manual records are kept for all documentation submitted by suppliers Ensure that all suppliers' information and documentation are confidential. Ensure continuous maintenance of database Monitor the TVET college suppliers' database on the pastel system Maintain and review the supplier contracts register and manual/ electronic filing system to ensure that it is always up to date for all current contracts. Monitor supplier and College compliance with pricing, terms and conditions of all approved supplier contracts manage the process of supplier contract expiry Monitor the performance of contractual and non-contractual suppliers. Management of staff development Render management service to the staff Ensure completion of performance agreements by all employees in the unit; Supervision of staff.
<u>ENQUIRIES</u>	:	Mrs D Hassim on Tel No: 0343264888

- APPLICATIONS** : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).
- NOTE** : Majuba TVET College invites suitable candidates to apply for the following permanent posts (PERSAL). A completed New Z83 form should be accompanied by a recently updated comprehensive CV (inclusive of three contactable referees and contact details). In terms of the Protection of Personal Information Act, 2013, all candidates applying for advertised posts are required to complete the attached “Notice and Declaration by Applicants for Employment” form – Annexure F. This form must be attached as part of your application for employment. Failure to comply may result in your application being disqualified. This form is obtainable on the Majuba College website @ www.majuba.edu.za Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date as well as faxed or emailed applications will NOT be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, qualification and employment verification). Applicants are required to declare on the Z83 form any criminal conviction or pending case against them. The college reserves the right not to appoint candidates with criminal or pending cases against them. Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.
- CLOSING DATE** : 09 December 2022
- POST 45/125** : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING AND ASSETS**
MANAGEMENT REF NO: ADMAAM/09/2022
- SALARY** : R393 711 per annum (Level 09), plus benefits as applicable in the Public Service
- CENTRE** : Campus: Central Office
- REQUIREMENTS** : Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor’s Degree in financial management or related qualification and plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver’s license. Recommendations: Advanced experience in interpretation, development and implementation of policies. Knowledge of PSET and CET Act. Knowledge and understanding PFMA. Knowledge and understanding Treasury Regulations. 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 and financial management systems Skills: Administrative, Planning and organizing, Financial management, Asset Management, Report writing, Communication and interpersonal, Problem solving, Computer literacy, Analytical, Client oriented, Project management, Team leadership, People management.
- DUTIES** : Planning – Coordinate, review, analyse and quality assure the financial supporting information for planning purposes. Coordinate and review the necessary financial supporting documents required for the strategic and annual performance planning process. Analyse and quality assures the relevant financial information required in the evaluation and development of business and project plans. Check and verify the supporting information for various financial planning processes. Budgeting – Coordinate, review, analyse and quality assure the budget preparation process. Coordinate the preparation and consultation for the MTEF budget process. Analyse, interpret and implement the treasury guidelines for the estimates of national expenditure (ENE).

Develop templates for the collection of budget information from line functionaries. Align budget statements with the annual performance plan, strategic plan, national and provincial spending priorities. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Supervise the recording of adjustments and provide feedback to the relevant components. Provide information for the preparation of the annual financial statements. Monitor that all shifts/virements are included in the adjusted budget. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Reporting – Coordinate, review, analyse and quality assure the management accounting reporting processes Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Monitor that all shifts/virements are included in the In Year Monitoring Report. Provide advice and guidance to role players on the use of forecasting methods and tools. Compile information for the interim and annual performance reports. Manage the operational processes, resources and procedures associated with the management accounting and asset management functions. Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting) and asset management (including stock management) oversee the management of assets for the college: Monitor the implementation of the asset management plan of the college. Ensure the barcoding of all existing and new assets are recorded on the relevant asset register. Review 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. Provide guidelines on fruitless and wasteful expenditure regarding assets and the disposal of obsolete assets and on the reallocation of redundant. Ensure and monitor the asset count, verifications and office inspections of all assets and asset storerooms. Coordinate the receipt, processing and distribution of new assets. Oversee identification of asset for disposal. Facilitate and recording of loss, damage or mismanagement of asset. Responsible for asset verification. Establish asset disposal committee. Coordinate the internal, external and unauthorized movements of assets. Validate loss control reports for quality and losses. Conduct loss analysis to identify trends, security shortcomings and investigate all losses. Allocate duties to personnel, monitoring outcomes and instituting the necessary corrective measures to address deviations from standards. Determine workflow requirements. Monitor performance of employees and determine training needs. Control leave and related personnel matters applying laid down Human Resources procedures.

**ENQUIRIES
APPLICATIONS**

- : Mrs D Hassim on Tel No: 0343264888
- : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

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subjected to a skills/knowledge/competence test. Shortlisted candidates will be required to present certified copies of all relevant documentation on or before the date of the interview, in line with communication from the HR Office. The College/DHET reserves the right not to make appointments and correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application is unsuccessful. Note1: All costs incurred due to your application and interviews will be at your own expense. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. Note2: The successful candidate will undergo a vetting process and will sign a Performance Agreement with the College Principal. People with disabilities are encouraged to apply. Majuba College is an equal opportunity employer.

<u>CLOSING DATE</u>	:	09 December 2022
<u>POST 45/126</u>	:	<u>ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION (CAMPUS) REF NO: ADHOA/10/2022 (X6 POSTS)</u>
<u>SALARY</u>	:	R393 711 per annum (Level 09), plus benefits as applicable in the Public Service
<u>CENTRE</u>	:	Campus: Centre for People Development, Dundee Technology Centre, IT & Business Campus, Majuba Technology Centre, Newcastle Technology Centre and Open Learning Unit
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate/ Equivalent at NQF Level 4 together with a recognised three (3) year National Diploma (NQF 6)/ Bachelor's Degree in administration related to education / HRM / Finance and SCM or related qualification and plus at least 3 to 5 years of relevant supervisory experience, computer literacy and a valid driver's license. Recommendations: Knowledge of office administration, Knowledge of HRM, 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.
<u>DUTIES</u>	:	Oversee the academic and student administration support services oversee the general administration of the campus Administer the provision of student support services. Administer the provision of student academic support services administer the provision of resource centre. Manage residence services. Administer student attendance. Administer student financial support. Support the implementation college sport, arts and cultural programme at campus level. Oversee student registration and examination administration process Draw up a campus enrolment plan. Coordinate the student registration process. Ensure that student portfolios of evidence and student records are safely filed. Ensure that student information are correctly captured and reconciled. Ensure data exceptions and corrections. Process the details of applications for programmes and credits. Coordinate the examination process. Coordinate certification process. Oversee and coordinate human resource administration services Coordinate Leave forms and submit to central office. Coordinate EPMDS and IQMS documents and submit to Central Office. Coordinate all conditions of services matters and submit to central office for processing. Coordinate all training and development request submit to central office. Coordinate request to advertise forms and submit to central office. Coordinate all relevant documentation pertaining to disciplinary cases and grievances and submit to central office. Follow up and resolve all human resource administration queries and issues emanating from campus staff. Maintain human resource records administration. Monitor the attendance register for staff. Coordinate the compilation of duty registers and payment for part-time lectures. Support the implementation college staff wellness programme at campus level. Oversee and Coordinate financial, asset and supply chain management services Coordinate procurement memo and requisition forms to central office for processing. Manage receive goods and services. Verify the correctness of goods and services supplied against the appropriate documentation Coordinate and submit invoices to central office for

processing. Follow-up on campus requisitions made. Coordinate asset movement forms to central office for processing. Oversee campus infrastructure, maintenance and fleet management services. Ensure the implementation of occupational health, safety and environmental management strategies and programmes at campus level. Ensure the provision of infrastructure maintenance services. Ensure the provision of fleet management services. Ensure the provision of security services. Ensure the provision of gardening and cleaning services. 6Provide general administration support services and maintain a proper filing system Coordinate and gather campus information as and when requested by central office and department. Prepare submissions, memo, reports, presentations, and other correspondence. Arrange meetings, conferences, workshops and other gatherings as required. Provide other secretarial support services to campus management. Maintain files for all campus staff. Filing of all relevant documentation according to QMS requirements and national achieve Act. Keep record of postage received from central office and ensure that the distribution is done accordingly and register is kept by the relevant official. Management of human, physical and financial resources: Render management service to the staff Ensure completion of performance agreements by all employees in the unit; Supervision of staff.

ENQUIRIES : Mr MN Ntshangase on Tel No: 0343144007 (Centre for People Development)
Mr PB Mbatha on Tel No: 03432125739 (Dundee Technology Centre)
Mrs FS Mabaso on Tel No: 0343181206 (IT and Business Campus)
Mr HV Mthembu on Tel No: 0343191182 (Majuba Technology Centre)
Mr SP Singh on Tel No: 0343183041 (Newcastle Technology Centre)
Mr NS Lakhan on Tel No: 0343141012 (Open Learning Unit)

APPLICATIONS : Must be forwarded to: The Principal – Majuba TVET College, Private Bag X6602, Newcastle, 2940 or hand deliver to the ‘CV’ Box at Majuba TVET College Central Office (83 Allen Street, Newcastle), (please quote the post reference number on the outside of the envelope).

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CLOSING DATE : 09 December 2022

POST 45/127 : **ASSISTANT DIRECTOR: RISK, FRAUD AND INTEGRITY MANAGEMENT**
REF NO: TNC/CO/22 – 11/3
Nature of Appointment: Permanent Appointment

SALARY : R393 711 per annum (Level 09), plus benefits

<u>CENTRE</u>	:	Central Office
<u>REQUIREMENTS</u>	:	Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Risk Management / Internal Audit (NQF level 6) or equivalent qualification. At least 3 - 5 years' experience in the Audit, Risk, Fraud, Ethics and Integrity Management or related field. Affiliation with a professional body (e.g., Institute of Risk Management SA, IIASA etc.) is an added advantage. Experience in Risk Management and control model principles, Internal Auditing and Risk Management systems/ software. Knowledge of the relevant prescripts, legislation and regulations. Knowledge and understanding of the Risk, Fraud, Ethics and Integrity Management environment. Knowledge and practical experience in planning, organising, financial management, report writing, and communication. Advanced skills in problem solving, computer literacy, analytical, client oriented, project management, team leadership, and people management. Strong attributes in client service, integrity, accountability, focus and loyalty. Ability to work independently under pressure and for long hours.
<u>DUTIES</u>	:	Establish, implement, coordinate, and maintain the College Risk Management Framework and Fraud Prevention Strategy. Identify and analyse risks in the respective business units and campuses. Profile key compliance aspects in relation to legislation, policies, procedures, controls and monitoring. Monitor the implementation of risk strategies by management across college. Perform monitoring by observations over critical processes. Update college risk registers. Prepare comments and opinions on observations of specific processes, procedures, controls and systems. Conduct risk management workshops which entail educating and creating awareness on fraud risk and college strategies to manage fraud risk. Ensure and maintain Information Management and Record Keeping within the Risk Management Unit. Assist in conducting risk assessments and control identification exercise, assess the identified risk in terms of their likelihood, prepare risk register, update regularly and analyse the risk associated with each applicable financial and operational assertion. Monitor and evaluate the effectiveness of risk management practices within the College. Perform regular reviews on the register, perform follow-ups and conduct site visits. Provide input towards the preparation of quarterly reports to Management, Academic Board, Audit and Risk Committee, Council and other relevant structures. Set up and or review risk bearing capacity, risk appetite and risk tolerance levels of the College by members of the Executive Management Team and Council. Serve as a key resource in the Audit and Risk Committee and ensure the committee is functional. Maintain various statistical records for the College and maintain general files.
<u>ENQUIRIES</u>	:	Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940
<u>APPLICATIONS</u>	:	Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.
<u>NOTE</u>	:	Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply.
<u>CLOSING DATE</u>	:	12 December 2022 at 12:00

POST 45/128 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: TNC/CO/22 – 11/4**

Nature of Appointment: Permanent Appointment

SALARY :

R393 711 per annum (Level 09), plus benefits

CENTRE :

Central Office

REQUIREMENTS :

Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Labour Relations, and Human Resource Management (NQF Level 6) or equivalent. At least 3–5 years' experience in the Labour Relations environment. Knowledge and understanding of the Labour Relations Act, Public Service legislations and policies related to Human Resource Management. Advanced experience in the development, implementation, and interpretation of Labour Relations policies and procedures. Sound knowledge and understanding of the Labour Relations statutes. Sound knowledge of International Labour Organisation (ILO). Knowledge and understanding of the TVET/CET Administration. Knowledge and understanding of the Higher Education Sector. Knowledge/understanding of PERSAL. A valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills.

DUTIES :

Maintain sound Labour Relations across delivery sites. Render advice on labour related matters. Develop. Implement and review Labour Relations policies, procedure, and manuals. Ensure proper implementation of disciplinary procedures, grievance procedures and code of conduct. Oversee and facilitate investigations and disciplinary proceedings. Ensure management of strikes across delivery sites. Minimize labour disputes and ensure labour peace. Facilitate and conduct labour relations training and workshops. Management of appeals and disputes within the prescribed timelines. Ensure proper implementation of the collective bargaining council resolutions. Represent the college at Bargaining councils and the CCMA. Manage the Human, Financial and other resources of the unit.

ENQUIRIES :

Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940

APPLICATIONS :

Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.

NOTE :

Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply.

CLOSING DATE :

12 December 2022 at 12:00

POST 45/129 :

ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: TNC/CO/22 – 11/5

Nature of Appointment: Permanent Appointment

SALARY :

R393 711 per annum (Level 09), plus benefits

CENTRE :

Central Office

REQUIREMENTS :

Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Financial Management (NQF Level 6) or related qualification. At least 5 years working experience. A post graduate qualification and/or articles will be added

advantage. Thorough knowledge and understanding of the public finance legislation/policies and the Continuing Education and Training (CET) Act. Knowledge, application and understanding of the PFMA and Treasury Regulations. Knowledge and understanding of the GRAP Standards. Knowledge and experience in compiling financial statements. Experience in managing a team of employees and providing leadership. Experience in risk assessment, risk mitigation and monitoring of internal controls. Negotiation and persuasion skills. Communication and interpersonal skills as well as emotional intelligence. Problem solving skills. Computer literacy. A valid driver's license is a prerequisite. Advanced analytical, client oriented, and project management skills. Willingness to work long hours.

DUTIES : Coordinate, review, analyse and quality assure the financial information for planning purposes. Oversee financial reporting for the college and support the Deputy Principal: Finance (CFO) 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 Executive Management with the compilation of quarterly reports to the Finance Committee and 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. Provide training and workshops across campuses on internal controls. Provide financial ratio analysis and guide the CFO on what needs to be improved in order to promote a self-sustainable college. Assist the CFO in ensuring self-sustainability, proper accounting records and daily accounting discipline among staff. Ensure effective supervision of staff for efficient financial accounting services.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940

APPLICATIONS : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. NO Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.

NOTE : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply.

CLOSING DATE : 12 December 2022 at 12:00

POST 45/130 : **ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: TNC/CO/22 – 11/6**
Nature of Appointment: Permanent Appointment

SALARY : R393 711 per annum (Level 09), plus benefits
CENTRE : Central Office
REQUIREMENTS : Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in IT / Computer Science (NQF Level 6) or equivalent. At least 3-5 years working experience in Microsoft systems administration including Windows Server, Active Directory and MS Exchange, Enterprise storage administration, and Enterprise server administration. Knowledge and understanding in virtualisation administration, backup-to-disk systems and associated software and processes experience. Basic Linux Administration, LAN and WAN and IP

- Telephony technologies. Good communication, problem – solving, IT infrastructure support and customer relationship skills, and network administration.
- DUTIES** : Develop, implement, maintain and proactively communicate IT policies and procedures to ensure the effective and efficient use of IT throughout the College. Provide technical advice on network design and planning and manage the LAN support function to ensure continuous and effective execution of duties. Provide support in design, installation, and maintenance of network infrastructure equipment. Assist with hardware, server and infrastructure networking requirements scoping, establishment, and costing. Ensure effective management and maintenance of cyber security across campuses. Perform on –site backups. Monitor and perform health checks on the networks, analyse and resolve technical problems on the network. Perform configuration management on the network and manage the storage Area Network (SAN) of maintenance on all servers. Supervise the IT team. Support the Executive Management in ICT governance structures as a key resource. Oversee and liaison with service providers in respect to software licenses, upgrades, and related procurement. Oversee and coordinate ICT Training and promote digitisation of college operations. Support IT-related projects and any related task as may be required. Manage the Human, Financial and other resources of the unit.
- ENQUIRIES** : Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940
- APPLICATIONS** : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.
- NOTE** : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply.
- CLOSING DATE** : 12 December 2022 at 12:00
- POST 45/131** : **ASSISTANT DIRECTOR: HEAD OF ADMINISTRATION (X5 POSTS)**
Nature of Appointment: Permanent Appointment
- SALARY CENTRE** : R393 711 per annum (Level 09), plus benefits
Mamelodi Campus Ref No: TNC/MC/22 – 11/7
Rosslyn Campus Ref No: TNC/RC/22 – 11/8
Soshanguve North Campus Ref No: TNC/SNC/22 – 11/9
Soshanguve South Campus Ref No: TNC/SSC/22 – 11/10
Temba Campus Ref No: TNC/TC/22 – 11/11
- REQUIREMENTS** : Matric/NQF Level 4 Certificate plus a recognised National Diploma/Degree in Public Management/ Administration, Business Management/ Human Resource Management/ Management Assistant/ Education (NQF level 6) or related qualification. At least 3 – 5 years relevant experience in the PSET Sector. Knowledge and understanding of public administration. Knowledge and understanding of Public Service legislations and policies. Understanding of corporate governance in the PSET Sector. Understanding of Cost Centre Budgetary, Expenditure and Cash Flow Management. Knowledge and understanding of the Employment Equity Act, Public Service Regulations and

Public Service Act, Labour Relations Act and any other related legislation. Demonstrate knowledge and understating in planning, organizing, financial management, report writing, communication, interpersonal, problem-solving, computer literacy, analytical, client oriented, project management, team leadership, and people management skills. A valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writing-skills.

DUTIES : Overseeing the effective functioning of student administration support services and overall campus administration. Oversee administration process to support teaching and learning. Oversee and coordinate human resource administration, financial, asset and supply chain services. Oversee campus infrastructure, maintenance and fleet management services. Provide general administration support services and maintain proper records management systems. Manage the campus human, physical and financial resources.

ENQUIRIES : Should you have enquiries or experience any problem submitting your application contact Ms LA Mudau at Tel No: 012 401 1927 / Ms JM Nyalunga at Tel No: 012 401 1940

APPLICATIONS : Forward your application/s to: The Principal: Tshwane North TVET College, P.O Box 26193, Arcadia, 0007 OR hand-deliver to: Cnr. Kgosi Mampuru (Former Potgieter Street) & Pretorius Streets, Pretoria. No Emailed or faxed applications will be accepted. All costs incurred due to your application and interviews will be at your own expense.

NOTE : Applications must be submitted on the New Z83 which must be fully completed, obtainable from any Public Service Department and must be accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications including academic records, driver's license and identity documents. Please take note that communication in relation to the process will be limited to the short-listed candidates. If you have not received any correspondence within three (3) months after the closing date, please consider your application unsuccessful. Note: Please quote the relevant reference number of the post you are applying for. Candidates who apply for more than one post should complete a separate application form for each post. Applications received after the closing date will NOT be accepted. Shortlisted candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks (where applicable, qualification and employment verification). Where applicable, shortlisted candidates will be subjected to a skills/knowledge/competence test. The College/DHET reserves the right not to make appointments. Preference will be given to persons from designated groups, especially with regard to race, gender and disability. People with disability are encouraged to apply.

CLOSING DATE : 12 December 2022 at 12:00

POST 45/132 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: MALUTITVET/ASD-IA/031/2022**

(Re-advertisement), Candidates who previously applied for the post of Assistant Director: Internal Audit are encouraged to re-apply

SALARY : R393 711 per annum (Level 09)

CENTRE : Corporate Office (Bethlehem)

REQUIERMENTS : National Senior Certificate/ Grade 12/ Standard 10 or NCV Level 4. Three (3) year tertiary qualification in Internal Audit / Accounting. Three (3) years functional experience in Internal Audit environment. Minimum of three (3) years supervisory experience. Computer Literacy (MS Word, MS Power Point, MS Excel) Recommendation: Registered member with professional body e.g. Institute of Internal Auditors (IIA). Unendorsed valid driver's licence. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Auditor General Processes and Procedures and Promotion of Access to Information Act (PAIA). Skills: Risk Assessment, Negotiation, Presentation, Problem Solving, Planning and Organising, Policy analysis and Development, Communication and Report writing.

DUTIES : Ensure overall supervision, develop, review and monitor the implementation of internal audit policies. Plan, execute and report on audits. Facilitate the review of controls on systems, assets and operations. Coordinate audit and risk committee meetings. Collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit.

Supervision of junior personnel in the unit. Perform any other duty related to the post.

ENQUIRIES : Mr GD Mokoena/Ms TP Mathipe Tel No: 058 303 1732

APPLICATIONS : All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem, 9700 or hand delivered at Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700. No Faxed Or Emailed applications will be accepted.

NOTE : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutivet.co.za (and be fully completed, dated, initialled and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts. Candidates who previously applied for the post of Assistant Director: Internal Audit are encouraged to re-apply.

CLOSING DATE : 14 December 2022 at 16:00

POST 45/133 : **SENIOR EXAMINATION OFFICER REF NO: MALUTIVET/CORP-SEO/032/2022**

SALARY : R331 188 per annum (Level 08)

CENTRE : Central Office (Phuthaditjhaba)

REQUIREMENTS : National Senior Certificate/Grade 12/Standard 10 or NCV Level 4. A recognised National Diploma (NQF 6) in Education/Administration or equivalent qualification. 3-5 years' experience in the Teaching and Learning environment. Experience in the interpretation, development, and implementation of relevant TVET Exam and Assessment policies, guidelines, and procedures. Unendorsed Valid Driver's license. Recommendation: Knowledge of White Paper on PSET Act. 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 and TVETMIS. Knowledge of practice notes, national, provincial policy frameworks relevant to Education, Training and Development. Knowledge of Skills Development Act, Public Service Regulations and Public Service Act, Labour Relations Act. Administrative, planning and organizing skills. Report writing skills. Problem solving skills. Computer literacy.

DUTIES : To ensure the overall supervision and coordination of effective and efficient examination and assessment services in the entire college. Assist with the standardisation of ICASS assessments throughout campuses. Assist with the coordination of subject groups and the setting of quality assessment tasks. Coordinate the Site-Based Assessments (SBA) as per the DHET policies and guidelines. Assist with ensuring that ICASS & ISAT marks are monitored, verified, and submitted as per the DHET Management Plan. Assist with the drafting of the College Assessment Schedule. Ensure the overall supervision and training of Invigilators, Markers and Data Capturers. Ensure overall supervision and establishment of a functional of Irregularity Committee. Ensure the overall supervision and management of issuing certificates. Ensure overall supervision and proper administration of both the internal assessment and external examination services. Supervising human, physical and financial resources.

ENQUIRIES : Mr GD Mokoena/Ms TP Mathipe Tel No: 058 303 1732

APPLICATIONS : All applications should be posted to: Acting HR Manager: Maluti TVET College, Corporate Office, Private Bag X 33, Bethlehem, 9700 or hand delivered at

Maluti TVET College: Corporate Office, Corner High & Broster Street, Bethlehem, 9700 No Faxed Or Emailed applications will be accepted.

NOTE : Applications must be submitted on a new Z83 form obtainable from any Public Service department as well as Maluti TVET College Corporate Office or from Maluti TVET College Official website www.malutitvet.co.za (and be fully completed, dated, initialled and signed). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the completed Z83 form and a detailed curriculum vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Foreign qualifications must be accompanied by a SAQA evaluation report. Immigrants should apply for work permits before assumption of duty. Maluti TVET College is an equal opportunity affirmative action employer. The Employment Equity plan of the College shall inform the employment decision. It is the College's intention to promote equity (race, gender and disability) through the filling of this posts. NB: Please consider your application as unsuccessful should you not be contacted within 60 days from the closing date of this advertisement. If you apply for more than one post, submit separate applications for each post that you apply for. Correspondence will be limited to shortlisted candidates only. Shortlisted candidates will be subjected to security screening. Successful candidates may be required to work at other places as may reasonably be required by the Department and the College. Maluti TVET College reserves the right to withdraw any of the mentioned adverts. Candidates who previously applied for the post of Assistant Director: Internal Audit are encouraged to re-apply.

CLOSING DATE : 14 December 2022 at 16:00

POST 45/134 : **LEARNERSHIP AND PLACEMENT OFFICER REF NO: CJC/LEOF/2022**
Re-advertised. Interested applicants who applied in the previous advertisement must re-apply if they are still interested in the post).

SALARY : R269 214 per annum (Level 07), plus benefits as applicable in the Public Service

CENTRE : Central Office: Park Town

REQUIREMENTS : Grade 12 Certificate or equivalent. A recognised 3-year qualification, Degree/ National Diploma (NQF 6) in Business Administration, Public Management, Marketing, Public Relations or equivalent qualification. A minimum of 3 years' relevant experience in employment services /Administration environment. Knowledge in Employment service market, PSET and CET Act, Public Service prescripts, DHET Policies, Industrial operation. Identification of opportunities in the market, Labour Market, Opportunity linkages with industries, Skills, Excellent Communication (oral and written), Networking, Negotiation, Research, Interpersonal, Planning, Organising, Computer, Promotion, Placement. Values and Attitudes, Good interpersonal Relations, Always Professional and friendly, always willing to assist clients, Team player, Reliability.

DUTIES : Facilitate the placement of student. Conduct job readiness training programmes. Liaison with commerce, industry and other relevant stakeholders. Maintain of employer and student placement database. Develop quality electronic report and statistics. Monitoring and evaluation of work placement practices. Conduct work based assessment for students.

ENQUIRIES : Ms P James Tel No: 011 3516000

APPLICATIONS : All applications are to be sent via email to recruitment69@cjc.edu.za

NOTE : Kindly quote name of the post you are applying for and its reference number in the subject line. Due to Covid-19 pandemic, no faxed, postal or hand delivery applications will be accepted. Note: Scanned Applications must consist of only:
- a) a duly completed and signed latest version of Z83 form obtainable from any Public Service Department or on the internet at www.gov.za, stating the post you are applying for and the relevant reference number, b) a recently updated CV. 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. Incomplete applications or applications received after the closing date will not be considered. A complete set of application documents should be submitted separately (on a separate subject line) for every post you wish to apply for. Failure to submit the requested documents will result in your application not being considered. Applications submitted to incorrect email addresses will not be considered. It is the applicant's responsibility to have

foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation when shortlisted (if required). No faxed, posted or hand delivered applications will be considered. 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 qualification and citizen verification, etc. The Central Johannesburg TVET College is an equal opportunity employer.
09 December 2022

CLOSING DATE

POST 45/135

EXAMINATION OFFICER: CLYDESDALE CAMPUS REF NO: E001/11/2022CLY

SALARY

R269 214 per annum (Level 07), (The successful candidate will be required to sign a performance agreement)

CENTRE

Esayidi TVET College, Clydesdale Campus

REQUIREMENTS

Grade 12 or equivalent plus a recognized Degree or National Diploma (NQF 6) in Business Management / Administration or equivalent qualification. Minimum of 3 years' in the examination services in Teaching and Learning environment or related field. Knowledge of White Paper on PSET Act, practice notes, national policy frameworks relevant to Education, Training and Development, Public TVET sector and its regulatory and legislative framework, understanding of the Higher Education Sector, COLTECH system, TVETMIS, and ITS systems and driver's licence.

DUTIES

Coordinate internal and external examination assessment. Check exam venues (seating plan, direction to exam venue, instruction to student and other related duties as per exam manual). Apply concessions for students with disabilities prior examination sitting. Monitor examination processes and procedures. Monitor campus exam centre for trimester or semester or year examination cycle. Ensure if invigilator and student comply with examination policy and regulations. Safe keep of question papers and distribute accordingly. Implement the internal Assessment (ICASS/ISAT) Monitoring and Verification tool. Implement College Examination Policy and Terms of References (TOR) for Examination related committee. Submit examination data to DHET. Arrange meetings before and after exams to discuss irregularity experience and assist in developing strategies. Coordinate the training of Invigilators, Markers and Data Capturers. Prepare logistical arrangement for training (materials, equipment, transport, refreshment and venue). Set up internal marking plan and set up internal marking centres. Prepare Invigilator agreement contracts and signing thereof. Assist with the coordination of the appointment of Chief Invigilators and Examination Officers. Coordinate the establishment of the Irregularity Committee. Coordinate activities for the development of learning material. Assist with the establishment of the Examination and Irregularity Committee. Serve as Secretariat and draft reports of the Committee. Coordinate the control and issuing of the certificates. Issue certificate, application form and quality assurance on submitted data. Process and submit all Diploma applications, keep record and handle enquiries. Track outstanding certificate applications (Statement of results, Diploma, NCV Certificates).

ENQUIRIES

Ms NB Ndlovu Tel No: (039) 940 5283

APPLICATIONS

Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag x 713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240.

NOTE

Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae (inclusive of three contactable references and contact details), Original certificate copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence must only be submitted on the date of the interviews. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three months after the closing date of this advertisement, kindly accept that your application was not successful.

CLOSING DATE

13 December 2022

POST 45/136 : **IT TECHNICIAN REF NO: LET 17/10/2022**
Permanent

SALARY : R269 214 per annum (Level 07)
CENTRE : Giyani Campus
REQUIREMENTS : Senior Certificate/Matric and a relevant 3-year National Diploma in Information Technology (IT) / Computer Science or relevant equivalent. Minimum of 3 years' experience in an IT environment. Software and hardware support (Windows Microsoft). Certificate in MCSA and/or MCSE and/or (A+ and N+) with 3 years in a network environment. Windows 10/11 as well as MS Office Suite-2016/2019/Office 365. Basic Web Development experience. Valid Driver's license. Added Advantage: COBIT 5 Foundation, ITIL v3 Foundation. Recommendations: IT Hardware and Software understanding of Desktop, Networking and Voice Communication infrastructure. Program Installations. Understanding of IT Help Desk operation. Full comprehension of IT first and second line of IT support.

DUTIES : The successful candidate will be responsible for providing End-user support. Attend to incidents logged through the service desk. Perform network troubleshooting and support. Maintain user accounts and computer accounts management. Maintain IT asset audit compile technical reports for faulty IT equipment. Assist in management of Service Desk and Desktop support function services. Setup user account on desktop and laptop (mailbox and windows). Unlocking of password using Admin Pack. Setting up desktop, printers, and data projectors. Monitor wide and local area networks. Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Desktop support. Manage and maintain a virus free network. Liaise with users on request/faults. Install and support software/applications. Manage and monitor IP Telephone and Video conferencing. Training of End-users on the Microsoft applications. Assisting with uploading of content on to the website, and basic development. Monitor computers and LAN at the computer Labs.

ENQUIRIES : Mr P Mokhonazi / Mr KL Mojela / Ms PL Mokgobi on Tel No: (015) 307 5440
APPLICATIONS : Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.

NOTE : interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.

CLOSING DATE : 09 December 2022 at 16:00

POST 45/137 : **GENERAL ADMINISTRATION CLERK: PERMANENT REF NO: LET 19/10/2022**
(Re-Advert), People who applied before are encouraged to re-apply.

SALARY : R181 599 per annum (Level 05)
CENTRE : Maake Campus
REQUIREMENTS : Grade 12 Certificate or NCV Level 4 Certificate in Office Administration or relevant equivalent Qualification. Excellent communication and interpersonal relations skills. Client focus and innovative thinking. Ability to work under

- pressure with little or no supervision. Adhere to Batho Pele principles. Telephone etiquette. Must be Computer Literate.
- DUTIES** : Render general administrative support services to Campus and/or Central Management and staff which include but not limited to typing of document, electronic and manual filling, data capturing including registration of students, responsible for reception, making and receiving calls/faxes, providing clerical support and performing reasonable task allocations at Campus and/or Central office.
- ENQUIRIES APPLICATIONS** : Mr P Mokhonazi / Mr KL Mojela / Ms PL Mokgobi on Tel No: (015) 307 5440
: Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X4017, Tzaneen, 0850 or hand deliver to: 1 Claude Wheatley Street. Correspondence will only be entered into with short-listed applicants. Applications received after the closing date or faxed and emailed applications will not be considered.
- NOTE** : interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive Curriculum Vitae. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following communication from Human Resources. NB: Foreign applicants should submit the following documents: SAQA Evaluation Certificate, Sace and Quota Work Permit and Police Clearance (only when shortlisted). Re-advertised posts: People who applied before are encouraged to re-apply. Failure to submit the requested documents will result in your application not being considered. Candidates whose appointment will promote representatively in terms of race, gender and disability will receive preference. As of 1st July 2006, all new appointments in the public service have to be part of the government employee medical scheme (GEMS) in order to qualify for a government medical subsidy.
- CLOSING DATE** : 09 December 2022 at 16:00
- POST 45/138** : **GENERAL ADMINISTRATIVE CLERK REF NO: GAC02/11/2022KOK**
- SALARY** : R181 599 – R213 212 per annum (Level 05), (The successful candidate will be required to sign a performance agreement)
- CENTRE REQUIREMENTS** : Esayidi TVET College, Kokstad Campus
: Matric plus an appropriate National Diploma in Office Administration. (NQF level 6) Minimum of two years in office environment. Driver's Licence. Knowledge of computer hardware, software and programs. Knowledge of Coltech will be an added advantage.
- DUTIES** : Render general clerical support services, Provide personnel administration clerical support services within the component. Assist with the coordination of internal and external examination, coordinate training for invigilators, render administrative services on career guidance, counselling and academic support for students. Assist in implementing the sports, recreation, arts and culture programmes for students in campuses.
- ENQUIRIES APPLICATIONS** : Ms NB Ndlovu Tel No: (039) 940 5283
: Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag X713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240.
- NOTE** : Applications should be on a new Z83 form, signed and dated, and must be accompanied by a recently updated comprehensive Curriculum Vitae (inclusive of three contactable references and contact details), Original certificate copies (not older than three months) of all qualifications with academic transcripts/record, ID document and drivers licence must only be submitted on the date of the interviews. Applications received after the closing date as well as faxed or emailed applications will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit checks [where applicable], qualification and employment verification). No late applications will be considered. Correspondence will be limited to shortlisted candidates only. If you do not receive any response within three

		months after the closing date of this advertisement, kindly accept that your application was not successful.
<u>CLOSING DATE</u>	:	13 December 2022
<u>POST 45/139</u>	:	<u>DATA CAPTURER REF NO: DC03/11//2022UMZ (X1 POST)</u>
<u>SALARY</u>	:	R151 884 – 178 917 per annum (Level 04), (The successful candidate will be required to sign a performance agreement)
<u>CENTRE</u>	:	Esayidi TVET College, uMzimkhulu Campus
<u>REQUIREMENTS</u>	:	An appropriate National Diploma in Office Administration (NQF level 6) or any relevant field. Driver's Licence. Knowledge of computer hardware, software and programs. Coltech knowledge will be an added advantage.
<u>DUTIES</u>	:	Capture data from available records into the required formats e.g. databases, table, spread sheet. Verify query missing data errors observes during data entry. Review and validate all data from records. Submit data, Make regular backups of data. Update registers and statistics. Keep and maintain records and files. Ensure records are properly sorted and secured. Provide information to components.
<u>ENQUIRIES</u>	:	Ms NB Ndlovu Tel No: (039) 940 5283
<u>APPLICATIONS</u>	:	Quoting the relevant reference number, direct your application to: Postal Address: The Human Resource Department: Esayidi TVET College, Private Bag X713, Port Shepstone, 4240 or hand delivered to: Esayidi TVET College, No 3 Shooter's Hill, Lot 462, Nelson Mandela Drive, Port Shepstone, 4240.
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<u>CLOSING DATE</u>	:	13 December 2022
<u>POST 45/140</u>	:	<u>CLEANER REF NO: LET 20/10/2022</u> Permanent
<u>SALARY</u>	:	R107 196 per annum (Leve 02)
<u>CENTRE</u>	:	Maake Campus
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification. Applicants should be committed, hardworking and must be able to work long hours and under pressure. Applicants must have good interpersonal relations and verbal communication skills. Be able to speak at least English language.
<u>DUTIES</u>	:	Maintaining the cleanliness of the building by performing various cleaning duties which includes but not limited to dusting and waxing office furniture, sweeping, scrubbing and waxing of floors, vacuuming and shampooing floors, cleaning walls, windows and floors, collecting and removing of waste papers, freshen the office areas, clean the college kitchen and basins, wash and pack kitchen utensils. Empty and wash waste bins and send recyclables to disposal area.
<u>ENQUIRIES</u>	:	Mr P Mokhonazi /Mr KL Mojela / Ms PL Mokgobi on Tel No: (015) 307 5440
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<u>NOTE</u>	:	Interviewed candidates will be subjected to a competency assessment where necessary. The successful candidate will be required to sign an annual performance agreement and employment contract on appointment, disclose his/her financial interest and be subjected to security clearance. Applications must be submitted with a new Z83 form indicating correct reference number obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a comprehensive

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