

DEPARTMENT OF HIGHER EDUCATION AND TRAINING
(Letaba Technical and Vocational Education and Training (TVET) College)
(Central Johannesburg TVET College)
(Western Cape CET College)
(Ingwe TVET College)

OTHER POSTS

- POST 02/49** : **PROFESSIONAL NURSES REF NO: CJC/PN/2023 (X4 POSTS)**
 Re-advertised and candidate who had applied previously may re apply.
- SALARY** : Grade 1: R400 644 per annum, plus benefits as applicable in the Public Sector (1 Year Contract, College Council Paid)
- CENTRE** : Central Office: Park Town
- REQUIREMENTS** : A basic qualification accredited with South African Nursing Council (SANC) in terms of Government Notice 425 (Diploma/Degree in Nursing) or equivalent qualification that allows registration with SANC as a Professional Nurse. A post-basic nursing qualification, with a duration of at least 1 year, accredited with the SANC in Primary Health Care (PHC). Shortlisted candidates will be required to provide Proof of current registration with SANC. A minimum of 4 years' appropriate/ recognisable experience in the speciality after obtaining registration as a Professional Nurse after registration with SANC as Professional Nurse. Skills: Good communication skills and decision making. Ability to plan, prioritise and organize workload.
- DUTIES** : Rendering a basic PHC service to employees within the CJC College Health Services in the Campus Clinics. Demonstrate an understanding of nursing legislation and related frameworks. Render comprehensive clinical nursing practice services as determined by the health facility. To provide nursing care that leads to improved health service delivery by upholding principles of Batho – Pele and 6 Ministerial Priorities. Maintain own professional growth and ethical standards and practice. To execute duties and functions with proficiency and perform duties according to the scope of practice. Ensuring supervision and provision of basic needs of patients that is: oxygen supply, nutrition, fluid elimination and electrolyte balance and safe therapeutic environment. Ability to screen patients on health-related issues such as: TB, HIV, COVID 19 and any other condition. Management of vaccinations against COVID-19, where applicable. Maintaining stock levels of PPE, stationary, equipment and medication. Implementation and monitoring of Health care waste compliance. Compile PHC stats on a monthly basis. Creation of OHS awareness in the College. Implement standards, practices and criteria for quality nursing. Participate in training, research, supervision and management of student and junior nurses. Assist in supervising and monitor staff performance in accordance with Performance Management & Development System (PMDS). Analyse patients' report, implement interventions where required and keep records. Ensure proper utilization of human, material and financial resources. Ability to work within a team. Conduct any general administration duties as delegated by the clinic manager.
- ENQUIRIES** : Ms. P James at jamesp@cjc.edu.za
- APPLICATIONS** : All applications are to be sent via email to recruitment76@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: - 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 only. 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. 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). 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.
03 February 2023 at 16:00

CLOSING DATE

POST 02/50

ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY REF NO: LET 22/01/2023
Permanent

SALARY
CENTRE
REQUIREMENTS

R393 711 per annum (Level 09)
Central Office
An appropriate National Diploma/bachelor's degree in Information Technology or equivalent qualification. Five years relevant working experience in the IT industry or in an IT role of which two years must be on a supervisory level. Knowledge of different types of Information Communication Technology (ICT) systems and processes. Knowledge of Microsoft deployment server and volume licensing. Basic knowledge of project management monitoring and evaluation; ability to make presentation and good interpersonal skills; ability to mentor and coach subordinates. Must have a valid driver's license and advanced computer skills.

DUTIES

Formulate ICT policies and procedures. Administer and monitor IT security and electronic access. Establish systems to safeguard hardware and data. Perform system backups. Maintain the WAN and LAN networks. Provide specifications to the SCM Unit for the purchase of software and hardware. Manage the provision of IT training. Monitor the provision of software application support by the Network Controllers. Manage the schedule of computer repairs and maintenance, and installations. Deploy and license software. Manage Unit's budget and cash flow. Compile the annual operational plan. Conduct performance appraisals with Unit staff and arrange and monitor individual development.

ENQUIRIES
APPLICATIONS

Mr P Mokhonazi /Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag x 4017, 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

03 February 2023 at 16:00

POST 02/51

SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: CJC/MAC/2023
Re-advertised and candidate who had applied previously may re apply.

SALARY

R331 188 per annum (Level 08), plus benefits as applicable in the Public Sector

CENTRE

Central Office: Park Town

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| <u>REQUIREMENTS</u> | : | Grade 12 certificate or equivalent. Recognized three (3) year National Diploma /Bachelor Degree in Management Accounting. Any relevant Degree with Management Accounting as a major. A postgraduate qualification in Management Accounting will be advantageous. 5 years' work experience in a financial environment. Knowledge: Knowledge of National Treasury's budgeting processes, the PFMA and Treasury Regulations. Knowledge of Public Sector finance and budgeting processes, Standards of Generally Recognised Accounting Practice (GRAP). Knowledge of financial and administrative processes. Knowledge of an accounting system (ITS Accounting system will be an advantage). Skills: Accounting System knowledge. Advanced Microsoft Office skills, Excellent command of business language, Excellent report writing skills, Ability to communicate and express an opinion on difficult topics. Persuasion and Negotiation skills. Time Management, Emotional Intelligence, Interpersonal Relations. |
| <u>DUTIES</u> | : | Budgeting: Facilitate and coordinate the annual budget process. Compile annual budget for the College and ensure the implementation of budgetary controls and expenditure. Compile Medium Term Expenditure projections. Monitor expenditure trends and reconciliation against budget and cash flow projections. Manage income and expenditure. Monitor monthly reconciliations. Financial Reporting: Compile monthly financial reports. Monitoring of all income and expenditure analysis to guide the Assistant Director Finance and the CFO. Supervise, train and guide human resources of Finance together with the Assistant Director Finance. Perform all ad hoc functions as requested by Deputy Principal: Finance. |
| <u>ENQUIRIES</u> | : | Ms. P James at jamesp@cjc.edu.za |
| <u>APPLICATIONS</u> | : | All applications are to be sent via email to recruitment72@cjc.edu.za |
| <u>NOTE</u> | : | 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: - 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 only. 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. 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). 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. |
| <u>CLOSING DATE</u> | : | 03 February 2023 at 16:00 |
| <u>POST 02/52</u> | : | <u>SENIOR BUSARY OFFICER: REGISTRATION SERVICES REF NO: 2022/12/01</u> |
| <u>SALARY</u> | : | R331 188 per annum (Level 08) |
| <u>CENTRE</u> | : | Ingwe TVET College, Central Office |
| <u>REQUIREMENTS</u> | : | Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Financial Management/ Accounting. Must have a minimum of at least 3 - 5 years in the experience financial environment/ bursary environment. Knowledge of PFMA and CET act. Knowledge of basic financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge of the public service financial legislations, procedure and treasury Regulations (PFMA. DORA, PSR, PPPFA, financial manual) Computer literacy. Good communication and interpersonal skills. A Valid driver's license. |
| <u>DUTIES</u> | : | Ensure overall supervision and coordinate student bursary schemes and financial aid administrative support services for the entire college. Ensure the overall supervision and administration of bursary and financial aid schemes |

application processes for the entire college in line with NSFAS guidelines, funder MOU/SLA and policies. Ensure overall supervision and authorization of disbursement of funds. Ensure overall supervision and Facilitation of other financial aid schemes i.e. WRSETA, HWSETA etc. Ensure overall supervision, monitoring, evaluation and maintenance of database of all student's applications in terms of the Department of Higher Education and Training and NSFAS requirements. Ensure overall supervision and consolidate report on all bursary and financial aid allocations for the entire college. Supervise human, physical and financial aid resources. Report on all bursary and financial aid allocations to financial aid committee and other stakeholders.

**ENQUIRIES
APPLICATIONS**

: Ms NA Damoyi Tel No: (039) 940 2142
: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College

NOTE

: Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE

: 03 February 2023 at 16:30

POST 02/53

: **SENIOR ADMINISTRATIVE OFFICER: OCCUPATIONAL HEALTH AND SAFETY (FACILITIES MANAGEMENT) REF NO: 2022/12/02**

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum (Level 08)
: Ingwe TVET College, Central Office
: Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Environmental Management/Science/ Safety Management or related qualification. Must have a minimum of at least 3 - 5 years in the relevant environment, Occupational Safety, Health, and Environment. Knowledge of prescripts and general legislation relating to Health and Safety. Knowledge of Health and Safety Act 85 of 1993 and related Regulations. Good Interpersonal and communication skills (verbal and written), high level investigative skills, report writing skills, planning ability, Computer literacy (including Excel, Word, Access, and PowerPoint. A valid driver's license.

DUTIES

: Ensure overall supervision, coordination, implementation and monitor compliance on SHERQ programmes. Ensure overall supervision and coordinate the establishment of an OHS committee. Ensure overall supervision and conduct OHS- related training and continuous educational programmes. Ensure overall supervision and identify hazard and risks at the workplace and initiate appropriate actions. Ensure overall supervision, develop, implement, and monitor SHERQ management system. Supervise human, physical, financial, and other resources. Conduct incident investigation and generate reports, conduct Health and Safety workshops for the College staff, compile weekly, monthly, quarterly, and annual health and safety statistics and reports.

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| | | Ensuring adherence to safety and health standards in accordance with OHSACT and COIDA. |
| <u>ENQUIRIES</u> | : | Ms NA Damoyi Tel No: (039) 940 2142 |
| <u>APPLICATIONS</u> | : | Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College |
| <u>NOTE</u> | : | Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful. |
| <u>CLOSING DATE</u> | : | 03 February 2023 at 16:30 |
| <u>POST 02/54</u> | : | <u>SENIOR MIS OFFICER: TVET MANAGEMENT INFORMATION SYSTEM, REF NO: 2022/12/03</u> |
| <u>SALARY</u> | : | R331 188 per annum (Level 08) |
| <u>CENTRE</u> | : | Ingwe TVET College, Central Office |
| <u>REQUIREMENTS</u> | : | Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Information Technology/Information Systems/ Data Management. Must have a minimum of at least 3 - 5 years working experience in Data Management/ TVET MIS environment or any relevant knowledge. Knowledge of policies and governance environment of TVET Colleges including knowledge of TVETMIS system, annual reporting requirements by the Higher Education Institutions. Knowledge and understanding of Information Management, knowledge and understanding of Information Management, knowledge, understating, application and interpretation of office management, Business Management System (BMS), data warehouse and IT prescripts. Good communication, planning, organizing and Interpersonal skills. Problem solving and time management, financial management, report writing. Ability to function without supervision, work under pressure. Team Leadership; Computer literacy (knowledge of MS packages). A valid driver's license. |
| <u>DUTIES</u> | : | 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, extract data to facilitate statistical reporting; Interact with service provider regarding upgrades and request for assistance; Maintain data on student registration and submit monthly reports; 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. Set up the student system for registration of students and ensure creditability and reliability; maintain the ITS student system and other related system; Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office. Render service to the staff and stakeholders. |

ENQUIRIES APPLICATIONS : Ms NA Damoyi Tel No: (039) 940 2142
 : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College

NOTE : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 03 February 2023 at 16:30

POST 02/55 : **SENIOR COMMUNICATIONS OFFICER; ADMIN CENTRE REF NO: 2022/12/04**

SALARY CENTRE REQUIREMENTS : R331 188 per annum (Level 08)
 : Ingwe TVET College, Central Office
 : A three-year Tertiary qualification, (NQF level 6) as recognised by SAQA in Corporate Communications or Public Relations environment. A valid driver's Licence. A creative flair, attention to detail and strong verbal and written communication skills, Marketing and Communication. Computer literacy. Knowledge of Government Communication processes, Marketing Management, Event Management, Exhibition Management, and Branding Principles. Skills: Organising and Planning, ability to work under pressure, willing to adapt work schedule in accordance with professional requirement, willing to travel extensively. Knowledge and understanding of Digital Marketing and Website Maintenance. Understand and application of branding guidelines and graphic design.

DUTIES : Support the implementation of Marketing and Communications activities. Liaise and promote relations with relevant stakeholders regarding communication services in all media platforms. Promote the Ingwe TVET College Brand through exhibitions, campaigns, and advertising. Prepare content and features for newsletters, intranet, website, and other media. Coordinate and implement the distribution of information to populate the department's internal communication platforms. Promote Ingwe TVET College Corporate Identity. Coordinate College Events. Ensure proper branding for all College events. Manage the College enquiry line. Provide photographic services and preserve content. Produce graphic design content for the College.

ENQUIRIES APPLICATIONS : Ms NA Damoyi Tel No: (039) 940 2142
 : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College

NOTE : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting

copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 03 February 2023 at 16:30
- POST 02/56** : **SENIOR ADMINISTRATIVE OFFICER REF NO: WCETC/01/2023/SAO (X1 POST)**
 Component: Human Resources
 Nature of post: Permanent (PERSAL)
- SALARY CENTRE REQUIREMENTS** : R331 188 - R390 129 per annum (Level 08), (excluding benefits)
 : Central Office: Bellville
 : National Senior Certificate. National Diploma (NQF 6) in Human Resource Management. Five (5) years relevant experience in Human Resource Management of which two (2) years should be at supervisory level. Knowledge of the Public Service Regulations, Public Service Act and knowledge of Human Resources legislations and policies. Extensive knowledge and experience of conditions of service, employee benefits, recruitment and selection processes, and staff establishment. Knowledge of Human Resources Development, Performance Management and Development procedures, Public Service Employee Wellness Programs. A good understanding of Labour legislation, policy, and procedures applicable to the Public Service. Knowledge of disciplinary, grievance and dispute resolution procedures. Extensive knowledge of PERSAL (attach proof of PERSAL Certificate/s). Planning, organizing, report writing, facilitation and presentation skills. Good interpersonal verbal and written communication skills. Computer skills. A valid driver's license. Experience in Public Service Education and Training (PSET) will be an added advantage.
- DUTIES** : Ensure overall supervision and proper implementation of conditions of service and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.); termination of services; Recruitment and Selection in line with the Departmental policy and delegations (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, Probation periods etc.). Administer the payroll for all employees and deal with all administration and queries relating to the Pension Fund and Medical Aid. Provide support for training and development interventions. Administer and maintain an effective database for training plans and reports. Implement the Workplace Skills Plan and training programs. Identify training interventions in line with the skills audit/ need analysis undertaken. Provide support in the compilation of the Quarterly Monitoring Report, Work Skills Plans & and relevant stakeholders (e.g., SETAs). Render PMDS support services. Capture Performance Agreements on PERSAL, quality assurance of PMDS documents and ensure PMDS compliance. Represent the College at disciplinary and conciliation hearings. Advice management/ employees on the handling of labour related matters. Provide support in rendering employee wellness services to the College. Coordinate training, workshops, and

meetings for the component. Drafting / preparation of HR reports, circulars, memorandums / submissions. Ensure overall supervision and proper implementation of staff / personnel records. Supervise human, physical, financial, and other resources.

**ENQUIRIES
APPLICATIONS**

: Mr. Janse van Rensburg Tel No: (021) 180 1025 / 021 180 1017
: Applications must be hand delivered to: The Human Resources Manager, Western Cape CET College, 09 Old Paarl Road, W.J. Louw Gebou Building, Belgravia, Bellville, 7530 or electronically via email to: Recruit@WC.CETC.edu.za

NOTE

: Applications must be submitted on new Z83 form obtainable from the college website <http://wc.cetc.edu.za/Corporate/Vacancies> or from any Public Service Department accompanied by a comprehensive Curriculum Vitae only. Only shortlisted candidates will be required to submit certified copies of qualifications, Senior Certificate, identity document and driver's license on or before the day of the interview. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Please take note that correspondence will be limited to shortlisted candidates only. Applications received after the closing date will not be accepted. Successful candidates will be subjected to a vetting process (criminal record, citizenship, credit record checks [where applicable], qualification and employment verification). If you are not contacted within three months after closing date, consider your application unsuccessful. The Western Cape Community Education Training College reserves the right not to make any appointment(s) for the advertised posts.

CLOSING DATE

: Friday, 03 February 2023 at 16:00

POST 02/57

EXAMINATION OFFICER

**SALARY
CENTRE**

: R269 214 per annum (Level 07)
: Ingwe TVET College, Campuses
Ref No: 2022/12/05 (Maluti Campus)
Ref No: 2022/12/06 (Mount Fletcher Campus)
Ref No: 2022/12/07 (Mount Frere Campus)
Ref No: 2022/12/08 (Ngqungqushu Campus)
Ref No: 2022/12/09 (Siteto Campus)

REQUIREMENTS

: Recognised National Diploma (NQF level 6) in Administration/ Education or equivalent qualification. Advanced experience in interpretation, development, and implementation of policies. 3-5 years in in the Administration of Examinations/Teaching and Learning environment or related field. Knowledge of White Paper on PSET Act and knowledge of the Public TVET.

DUTIES

: Ensure the provision of examination services: Administer exam venues (i.e. seating plan, direction to exam venue, instruction to student and other related duties as per exam manual). Administer College exam centres for Trimester or Semester or year examination cycle. Ensure the submission of examination data to DHET. Coordinate meetings for before and after exams to discuss irregularity. Conduct training of Invigilators, Markers and Data Capturers: Ensure the preparation of logistical arrangements for training (materials, equipment, transport, refreshment, and venue). Coordinate appointment of Chief Invigilators and Examination Officers. Administer and conduct training for Invigilators, Markers and Data Capturers on exam processes and procedures. Establish the function of Irregularity Committee: Coordinate activities for the development of learning material. Ensure proper administration of the examination unit: Administer the communication of exam timetables to the students. Administer the distribution of examination results, year mark etc. to the Campus Managers. Report the clashing of exams dates. Manage all human, financial and other resources in the unit: Render management service to the staff. Manage the development and performance of the staff. Manage the performance agreement of the staff.

**ENQUIRIES
APPLICATIONS**

: Ms NA Damoyi Tel No: (039) 940 2142
: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College

NOTE : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

CLOSING DATE : 03 February 2023 at 16:30

POST 02/58 : **FINANCIAL AID OFFICER: ADMIN CENTRE REF NO: 2022/12/10 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R269 214 per annum (Level 07)
: Ingwe TVET College, Central Office
: Senior Certificate or equivalent. Appropriate Degree/ National Diploma (NQF level 6) in Accounting/ Financial Management/ Financial Information System or any finance related qualification. Must have a three years' experience in financial environment/bursary environment. Computer literacy. Knowledge of public Service financial legislations, PFMA, DORA, PPPFA, and financial manual and other Departmental related Legislations. Basic Knowledge of practices as well as the ability to capture data, operate computer and collate financial statistics. Knowledge of basic financial operating systems (ITS, etc). Understanding of student financial aid and bursaries. Interpersonal relations, accuracy, aptitudes of figures administrative skills, communication skills (both writing and verbal). A valid Driver's licence will be an added advantage.

DUTIES : Coordinating student bursary schemes and financial aid administrative support services in all campuses. Administering the financial aid schemes and assist on timeous allocation of bursary funds to student's accounts into the system. Assist on ensuring the correctness of bursary claims against students billing. Reviewing application for financial aid. Reviewing College data before sending to NSFAS provisionally funded students. Coordinating the authorisation of disbursement funds. Assist on ensuring that the College maximizes tuition. Reporting on all bursary and financial aid allocations to financial aid committee and other stakeholders. Supervise staff.

ENQUIRIES APPLICATIONS : Ms NA Damoyi Tel No: (039) 940 2142
: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College

NOTE : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department regarding the requirements for certified

documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 03 February 2023 at 16:30
- POST 02/59** : **SENIOR PROVISIONING OFFICER: ADMIN CENTRE REF NO: 2022/12/11 (X1 POST)**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum (Level 07)
: Ingwe TVET College, Central Office
: Senior Certificate or equivalent. Appropriate National Diploma (NQF level 6) in Financial Management/ Accounting, Business Management, or any in finance related qualification. Must have three (3) years minimum experience in Supply Chain Management or Contract Management. Knowledge of Supply Chain Management Regulations, Treasury Regulations, PFMA, PPPFA, BBBEE and CET act. Advance computer skills in Microsoft packages (MS Word, Ms Excel, and Ms Power Point. A valid driver's licence.
- DUTIES** : Contract Management. Evaluation of SLA terms to ensure that they are in line with relevant legislation. Coordination of activities of Bid Committees. Manage supplier performance against the terms of performance of signed contracts. Verifying that the College is provided with uninterrupted flow of goods and services and confirming the details recorded on the transactional documentation correspond with receipts. Develop and Maintain procurement plan in conjunction with user departments. Ensuring compliance with Central Supplier Database. Ensure compliance with the College Supply Chain Management Policy and all relevant legislation. Supervising subordinates.
- ENQUIRIES APPLICATIONS** : Ms NA Damoyi Tel No: (039) 940 2142
: Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College
- NOTE** : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not

to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 03 February 2023 at 16:30
- POST 02/60** : **FINANCE CLERK REF NO: LET 23/01/2023**
Permanent
- SALARY** : R181 599 per annum (Level 05)
CENTRE : Central Office
REQUIREMENTS : Grade 12 Certificate or equivalent. A recognized three-year National Diploma in Financial Management/Business Management (NQF level 6) or relevant equivalent qualification with accounting as a major subject. One to two years' experience in financial management environment. Innovative thinking. Ability to work under pressure and sound interpersonal relations. Appropriate verbal and written communication skills. Must be Computer Literate. Knowledge of PFMA and CET Act. Valid driver's license.
- DUTIES** : The successful candidate will be expected to handle documents and information with strict confidentiality. Preparation of payment documentation for suppliers and direct payments using standard requisition form. Maintain a payment register of all payments and ensure that 30-day settlement is achieved. Bank reconciliations. Sell tender documents and prepare cash for immediate banking. Ensure safe keeping of documents and easy retrieval. Assist with any other duties given by the supervisor.
- ENQUIRIES** : Mr P Mokhonazi / Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440
APPLICATIONS : Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X 4017, 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** : 03 February 2023 at 16:00
- POST 02/61** : **GROUNDSMAN REF NO: LET 24/01/2023**
Permanent
(Re-Advert People who applied before are encouraged to re-apply)
- SALARY** : R107 196 per annum (Level 02)
CENTRE : Modjadji Campus
REQUIREMENTS : A 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. Must be able to speak at least English language.
- DUTIES** : Maintenance and cleaning of premises and surroundings. Empty refuse/waste bins. Watering the plants. Pruning and trimming flowers and trees. Mowing the grass and removing weeds and garden refuse. Apply insecticides. Cultivate the

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| | | soil for plants. Taking care of garden equipment and tools. Report faulty gardening equipment and machineries. Repair minor defects of gardening equipment and tools. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr P Mokhonazi / Mr KL Mojela / Ms PL Mokgobi Tel No: (015) 307 5440 Please forward your application, quoting the reference number to: The Acting Principal, Letaba TVET College, Private Bag X 4017, 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. |
| <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 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 1 st 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. |
| <u>CLOSING DATE</u> | : | 03 February 2023 at 16:00 |
| <u>POST 02/62</u> | : | <u>SUPPLY CHAIN ADMINISTRATION CLERK: ADMIN CENTRE REF NO: 2022/12/12 (X1 POST)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R181 599 per annum (Level 05) Ingwe TVET College, Central Office Senior Certificate or equivalent. Appropriate National Diploma (NQF level 6) in Accounting, Financial and Business Management or any Finance related qualification. One year experience in Asset Management environment. Computer Literacy. Knowledge of CET Act, PPPFA, PFMA, BBBEE, Treasury Regulations and other relevant prescripts. Sound planning and organising skills, administrative skills, communication skills (both written and verbal). Knowledge of programs Ms Word, Excel, PowerPoint and Outlook. |
| <u>DUTIES</u> | : | Sourcing of quotations for all goods and services. Placing and issuing of orders. Provide administrative support in Bid Committees. Compilation of bids quotations. Liaise and communicate with stakeholders/end-users. Manage information and ensure proper filing. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms NA Damoyi Tel No: (039) 940 2142 Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College |
| <u>NOTE</u> | : | Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the |

Department's intention to promote equity (race, gender, and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.

- CLOSING DATE** : 03 February 2023 at 16:30
- POST 02/63** : **GROUNDSMAN REF NO: 2022/12/13 (X1 POST)**
- SALARY** : R107 196 per annum (Level 02)
- CENTRE** : Ingwe TVET College, Sitemo Campus
- REQUIREMENTS** : A minimum of Grade 10/ Standard 8 or equivalent. Must have a good communication skill.
- DUTIES** : Provide cleaning services and support to the campus. Load and Offload furniture, equipment, and any other goods to relevant destination.
- ENQUIRIES** : Ms NA Damoyi Tel No: (039) 940 2142
- APPLICATIONS** : Ingwe TVET College, HRM&D Unit, PO Box 92491, Mount Frere, 5090 or alternatively, applications can be delivered at Ingwe TVET College
- NOTE** : Applications must be submitted on the new approved Z83 obtained from schools, colleges, and government departments and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z83 as appeared on the advert. A recent, comprehensive Curriculum Vitae. Applicants are NOT submitting copies/attachments/ID/Driver's licence/qualifications on application, only when shortlisted, it will be requested from the shortlisted candidates only which may be submitted to HR on or before the day of the interview. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). A separate application must be submitted for each post that you are applying for. Late (received after closing date and time), incomplete. The employer is an equal opportunity affirmative, action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender, and disability) in the Department through the filling of this post(s) with a candidate whose appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Employer reserves the right not to make an appointment. Where applicable, candidates will be subjected to a skills test. Correspondence will be limited to short-listed candidates. All short-listed candidates will be subjected to a qualifications and citizen verification; criminal record and financial/asset record checks. Applicants who have not been invited for an interview within 90 days of the closing date should consider their application unsuccessful.
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