



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



**NORTHERN CAPE
URBAN TVET
COLLEGE**

THE NORTHERN CAPE URBAN TVET AWAITS APPLICATIONS FROM SUITABLY QUALIFIED PERSONS FOR THE FOLLOWING FIXED TERM POST.

POST: BUSINESS UNIT COORDINATOR

LEVEL: 5

SALARY: R178 956.00 pa

REFERENCE NO: NCUTVET 2020/19

DURATION: 1YEAR

MINIMUM REQUIREMENTS:

- A Grade 12 certificate or equivalent
- Recognised Certificate in Project Management is an added advantage
- 1-2 years' experience in Clerical/ Administrative

RECOMMENDATIONS:

- Ability to capture data and collect statistics
- Legislative framework governing the Public Services + SETAS
- Planning and organizing
- Financial management
- Report writing
- Communication and interpersonal
- Problem solving
- Analytical
- Client oriented
- Team leadership
- Planning and organizing
- People management

KEY PERFORMANCE AREA (DUTIES):

- Develop a Project Implementation Plan per project
- Keep a database of all projects including expenses.
- Assist with co-ordination of project reports.
- Coordinate inputs and prepare presentations for meetings.
- Render any other technical assistance required at project meetings.
- Assist with organizing project payments.
- Provide secretariat support at project meetings.
- Assist with the compilation of project close out reports
- Perform document tracking for all correspondence and memorandums.
- Acknowledge receipt, apply file number allocation, record data into computer system, and file appropriately.
- Draft memos as and when instructed.

- Ensure distribution of documents to other functionaries.
- Ensure safe keeping of all documentation in the office of the Administrator in line with the relevant policies.
- File manually and electronically.
- Provide support in the purchase of training equipment.
- Provide support on student administration matters.
- Assist with placement of students.

APPLICATIONS: Email your applications to the following Email - Address vacancies@ncutvet.edu.za. **Note that only emailed applications will be considered.**

CLOSING DATE: **21 December 2020**, applications received after the closing date, faxed or emailed applications will not be considered.

NOTE: Applications for all fix term post must be submitted on College external application form which can be downloaded from our webpage on the internet <http://ncuweb.ncutvet.edu.za>, which must be completed in full, originally signed and dated by the applicant. Applications must be accompanied by a covering letter, a comprehensive, recent Curriculum Vitae(CV) and originally certified copies of Identity Document, qualifications (**transcript of results**), Driver's license (where applicable) and all other attachments thereof. All documents certification dates must be within three months of the application date. The specific reference number of the post applied for must be quoted. A separate application must be submitted for each post applied for. For foreign applicants a certified copy of work permit must be included. **The College has the right to withdraw and /or amend adverts for post(s) and retains the right not to fill the post (s) as determined by the delegated authority.**

The successful candidate will be subjected to a security clearance and verification of qualifications. Interviewed candidates will be subjected to a competency assessment where necessary. Correspondence will only be entered into with shortlisted applicants.

IF NO RESPONSE IS RECEIVED WITHIN 3 MONTHS AFTER THE CLOSING DATE, PLEASE REGARD YOUR APPLICATION AS UNSUCCESSFUL.

ENQUIRIES: Ms E Mokokong
TEL NO: 053 839 2099/74