



**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 PERMANENT POST.

POST: QUALITY MANAGEMENT & OCCUPATIONAL HEALTH & SAFETY MANAGER

LEVEL: 9

SALARY: R316 791.00 pa

REFERENCE NO: NCUTVET/DHET2021/02

MINIMUM REQUIREMENTS:

- Appropriate National Diploma NQF 6 in Internal Audit or related qualification
- 3-5 years' experience in Internal Audit, SHERQ and OHS
- Recognized three-year National Diploma (NQF 6)/Degree in Safety Management
- Experience in the development of policies/implementation strategies
- Driver's License

ADDED ADVANTAGE:

- Knowledge of the relevant prescripts, legislation and regulations
- Knowledge and understanding of the Internal Audit environment
- Knowledge of Public Service Act and Regulations ,
- Knowledge of Occupational Health and Safety Act
- Knowledge of Occupational Health and Safety Act 85 of 1993 and related Regulations

RECOMMENDATIONS:

- 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

KEY PERFORMANCE AREA (DUTIES):

Ensure that processes needed for quality management systems are established, implemented and maintained

- Develop quality management system policies and procedures for the college
- Report to college management on the performance of the QMS and the need for improvement
- Ensure the promotion of awareness of customer requirements throughout the college
- Provide information and reports to the executive and committees to make final decisions
- Liaise with external assessment body on all matters related to the external accreditation process

- Ensure that all suppliers used by the college are selected, reevaluated and that records of this assessment are maintained

Oversee the development, implementation and monitoring of policies •

Establish office procedures and operating systems.

- Provide police support, development process and maintain repository
- Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems
- Ensure that all role players and managers are aware and understand regulatory compliance requirements

Effective management of Occupational Health and Safety Department

- Management and coordination, implementation and monitor compliance on SHERQ programmes
- Manage and coordinate the establishment of an OHS committee
- Manage and conduct OHS-related training and continuous educational programmes • Manage and identify hazards and risks at the workplace and initiate appropriate actions.
- Develop, implement and monitor SHERQ management system
- Management human, physical, financial and other resources

Management of staff development

- Render management service to the staff
- Ensure completion of performance agreements by all employees in the unit;
- Supervision of staff

APPLICATIONS: Forward Your Application, Quoting the Reference Number and the position you applying for to: The HR Department, Northern Cape TVET College, Private Bag X5031, Kimberley, 8300 or hand deliver to HR Department at 39 Long Street Kimberley

CLOSING DATE: **14 September 2021**, applications received after the closing date, faxed or emailed applications will not be considered.

NOTE: **NOTE:** To be included in the application, applications must be submitted on form **Z83 obtainable from any public service department** or on the internet at www.gov.za/documents, 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**

