

NORTHERN CAPE URBAN TVET COLLEGE

APPLICATIONS ARE AWAITED FROM SUITABLY QUALIFIED PERSONS IN THE FOLLOWING COLLEGE POSITIONS:

POST: ASSISTANT DIRECTOR: PARTNERSHIPS AND LINKAGES

REFERENCE: NCUTVET/DHET 2022/06

SALARY: R477 090.00 per annum (SL10)

CENTRE: KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

Recognized three-year National Diploma (NQF 6) Project Management or Marketing 3-5 years working experience in Project Management and or Business development environment.
Driver's licence

RECOMMENDATIONS:

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. 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:

The incumbent is responsible for:

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
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
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
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)

ENQUIRIES: **E MOKOKONG- HR Unit (053) 839 2099/053 839 2074**

APPLICATIONS: Please 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

NOTE: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification.

The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest.

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CLOSING DATE: **08 September 2022**

POST: **ASSISTANT DIRECTOR: STUDENT SUPPORT SERVICES**

REFERENCE: **NCUTVET/DHET 2022/07**

SALARY: **R477 090 per annum (SL10)**

CENTRE: **KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)**

REQUIREMENTS:

An appropriate Bachelor's Degree (NQF 7) in Psychology or BA. Social Work (Major in Psychology) or equivalent qualification
3-5 years in Education/Teaching and Learning environment or related field
Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite.
Good verbal and written communication skills, including presentation and report writingskills.

Recommendations:

Knowledge of PSET and CET Act.
Knowledge and understanding of Student Support Services Act
Knowledge and understanding of electoral processes Knowledge of Teaching and Learning.
Knowledge of career guidance and extra-curricular activities
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 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. Knowledge of Education Act.

DUTIES:

The incumbent will be responsible for:

Ensure the overall management and coordination of student support services.
Ensure the overall management and provision of student counselling services.
Ensure the overall management and implementation of student work placement and Work Integrated Learning (WIL) policies
Ensure the overall management and provisioning of career guidance, counselling and academic support for students
Ensure the overall management and facilitation of student governance and student leadership development and exit support programme
Ensure the overall management and implementation of sport, recreation, arts and culture programs in the entire college
Manage student residents

ENQUIRIES:

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CLOSING DATE:

08 September 2022

POSITIONS:**POST:**

ASSISTANT DIRECTOR: EXAMINATION AND ASSESSMENTS

REFERENCE:

NCUTVET/DHET 2022/08

SALARY:

R477 090 per annum (SL10)

CENTRE:

KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

An appropriate National Diploma (NQF 6) in Education/ Administration or equivalent qualification

3-5 years in the Teaching and Learning environment/ related field.

Good verbal and written communication skills, including presentation and report writingskills.

Recommendations:

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, TVETMIS, and ITS.

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.

DUTIES:

The incumbent will be responsible for:

Manage the provision of examination services
Manage the administration of exam venues (i.e seating plan, direction to exam venue, instruction to student and other related duties as per exam manual).
Manage concessions for students with disabilities prior examination sitting.
Monitoring of examination processes and procedures.
Manage the administer College exam centers for trimester or semester or year examination cycle.
Manage compliance of examination policy and regulations by invigilator and student.
Manage the safekeeping and distribution of question papers.
Develop the internal Assessment (ICASS/ISAT) Monitoring and Verification tool.
Develop College Examination Policy and Terms of References (TOR) for Examination related committee.
Manage training of Invigilators, Markers and Data Capturers
Manage the development of internal marking plan and administer internal marking centers.
Manage and develop Invigilator agreements, contracts and signing thereof.
Manage and coordinate the appointment of Chief Invigilators and Examination Officers.
Ensure that training for Invigilators, Markers and Data Capturers on exam processes and procedures are conducted.
Manage the establishment of the function of Irregularity Committee
Manage the establishment of both the Examination and Irregularity Committee for both Colleges and Campuses
Manage the control of issuing of the certificates
Manage the issuing of certificate application form and quality assurance on submitted data.
Manage the processing and submitting of all Diploma applications, keep record and handle enquiries.
Manage the tracking of outstanding certificate applications (Statement of results, Diploma, NCV Certificates).
Manage the distribution of certificates to the students
Manage proper administration of the examination unit
Manage the communication of exam time tables to the students.
Manage the distribution of examination results, year mark etc to the Campus Managers.
Manage the clashing of exams dates

ENQUIRIES:

E MOKOKONG- HR Unit (053) 839 2099/053 839 2074

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CLOSING DATE:

08 September 2022

POST:

ASSISTANT DIRECTOR: INFORMATION TECHNOLOGY

REFERENCE:

NCUTVET/DHET 2022/09

SALARY:

R382 245 per annum (SL9)

CENTRE:

KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

An appropriate National Diploma (NQF 6) in Information Technology or related qualification
3-5 years working experience in IT environment
Valid driver's license is a prerequisite.
Good verbal and written communication skills, including presentation and report writingskills.

Recommendations:

Knowledge of computer hardware, software and programmes.
Knowledge of policies and governance environment of TVET Colleges including knowledge of the annual reporting requirements by the Higher Education Institutions
Knowledge and understanding of Corporate ICT principles.
Knowledge and understanding of the monitoring of performance management system
Knowledge and understanding of the ICT policies and relevant legislation

DUTIES:

The incumbent will be responsible for:

Development, review and monitor the implementation of Information Communication Technology (ICT) policies.
Information System Management Network Management and Maintenance.
ICT software and hardware Maintenance.
Provision of intranet and network services.
Management of all Human, Financial and other resources of the unit

ENQUIRIES:

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CLOSING DATE:

08 September 2022

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POST: ASSISTANT DIRECTOR: TVETMIS

REFERENCE: NCUTVET/DHET 2022/11

SALARY: R382 245 per annum (SL9)

CENTRE: KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

An appropriate Bachelor's Degree / National Diploma (NQF level6/7 in Information Management, Computing or equivalent qualification
At least 3-5 years working experience in Information Technology or any relevant knowledge
Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite.
Good verbal and written communication skills, including presentation and report writingskills.

Recommendations:

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 Ability to work independently.

DUTIES:

The incumbent will be responsible for:

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, extract data to facilitate statistical reporting
Interact with service provider regarding upgrades and request for assistance
Maintain data on student registration and
Submit monthly report on skills & leanership on monthly basis
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
Monitor capturing, quality control, validation, run procedure, create file and ensure that entries are sent to DHET head office.
Supervision of staff

ENQUIRIES: E MOKOKONG- HR Unit (053) 839 2099/053 839 2074

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CLOSING DATE:

08 September 2022

POST:

ASSISTANT DIRECTOR: INTERNAL AUDIT AND RISK

REFERENCE:

NCUTVET/DHET 2022/12

SALARY:

R382 245 per annum (SL9)

CENTRE:

KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

An appropriate Bachelor's Degree / National Diploma NQF 6/7 in Internal Audit or related qualification

3-5 years' experience in Internal Audit

Experience in the development of policies/implementation strategies

Knowledge of the relevant prescripts, legislation and regulations Knowledge and understanding of the Internal Audit environment

Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writingskills.

Recommendations:

Knowledge of the relevant prescripts, legislation and regulations

Knowledge and understanding of the Internal Audit environment Ability to work independently.

DUTIES:

The incumbent will be responsible for:

The preparation and execution of the internal audit plan

Conduct pre-engagement meetings with College management prior to commencement of the audits

Obtain College managements approval of the audit scope prior to commencements of the internal audits

Planning and drafting of detailed audit procedures for audits per the approved annual audit plan

Executing and performing of audit testing per the annual audit plan

Establish a quality audit risk management function and monitor assessments to ensure compliance with formal systems

Conduct schedules and reactive audits and inspections and produce reports on all audits, inspections and incidents

Ensure overall supervision and facilitate the provision of risk management services

Identify risks at the College

Facilitate the process level risk assessment.

Compile risk register for strategic, operational and process level.

Provide Risk Management Report to College management and Risk

Ensure overall supervision and facilitate the provision of fraud and anticorruption services

Ensure overall supervision and facilitate the provision of ethics and integrity management services

Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings

Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit.
Compile monthly, quarterly and annual reports against the audit plan.
Compile monthly, quarterly and annual reports against the risk register.
E MOKOKONG- HR Unit (053) 839 2099/053 839 2074

ENQUIRIES:

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CLOSING DATE:

08 September 2022

POST:

ASSISTANT DIRECTOR: MARKETING

REFERENCE:

NCUTVET/DHET 2022/13

SALARY:

R382 245 per annum (SL9)

CENTRE:

KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

An appropriate National Diploma (NQF Level 6) in Communication/ Marketing/ Public Relations or equivalent qualification
2-3 years' experience in Marketing and Communication environment services

Recommendations:

Knowledge of social media practice and channels
Understanding of the importance of brand guidelines, graphic design and applying across a range of channels
Knowledge and understanding of stakeholder management
Knowledge of events management
Knowledge and understanding of digital marketing
Knowledge and understanding of website maintenance
Knowledge and understating of the application of Public Service legislative framework

DUTIES:

The incumbent will be responsible for:

Provide internal and external communication services
Provide marketing, promotions and branding services
Provide public relations and media liaison services. Provide photographic services and drafting of articles Coordinate college events.
Provide and maintain the content, design and layout of the college website

ENQUIRIES:

E MOKOKONG- HR Unit (053) 839 2099/053 839 2074

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CLOSING DATE:**08 September 2022****POST:****SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING****REFERENCE:****NCUTVET/DHET 2022/14****SALARY:****R321 543 per annum (SL8)****CENTRE:****KIMBERLEY (CENTRAL OFFICE)****REQUIREMENTS:**

An appropriate three (3) years National Diploma in Accounting/ Financial Management or equivalent qualification (NQF level 6)

3-5 years' experience in the financial management environment Computer literacy in in the Microsoft.

Good verbal and written communication skills, including presentation and report writingskills.

Recommendations:

Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics

Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions.

Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual).

Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE etc

DUTIES:

The incumbent will be responsible for:

Ensure overall supervision and coordination of the annual budgeting process.

Ensure overall supervision and perform monthly budgetary and expenditure Analysis

Ensure overall supervision, analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required.

Ensure overall supervision and coordination of budget adjustments process

Ensure overall supervision and monitor expenditure trends and reconciliation against budget and cash flow projections

Ensure overall supervision, coordinate, review, analyse and quality assure the management accounting reporting processes

Supervise human, physical and financial resources

Compile monthly, quarterly and annual reports against the audit plan.

Compile monthly, quarterly and annual reports against the risk register.

ENQUIRIES:**E MOKOKONG- HR Unit (053) 839 2099/053 839 2074****APPLICATIONS:**

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CLOSING DATE:**08 September 2022****POST:****SENIOR REGISTRATION OFFICER: REGISTRATIONS****REFERENCE:****NCUTVET/DHET 2022/15****SALARY:****R321 543 per annum (SL8)****CENTRE:****KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)****REQUIREMENTS:**

An appropriate National Diploma in Business Administration /Public Management/Administration (NQF level 6)
3 years experience in the college environment of which 2years should be on supervisory level.

Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writingskills.

Recommendations:

Knowledge of the Public TVET and Higher Education sector and regulatory and legislative framework.

Knowledge and understanding of the COLTECH system, TVETMIS and ITS

Knowledge of the registration processes.

Knowledge of the following Acts: Public Service, Public Regulations, Labour Relations, PSET and CET.

Advanced Computer Literacy packages such as Microsoft Excel, Power point, MS Word, group wise Internet etc.

Good communication skills (written and verbal)

Ability to work under pressure and independently.

Willingness to occasionally work after hours when needed.

DUTIES:

The incumbent will be responsible for:

Ensure overall supervision and administering of student registrations. Ensure supervision and rendering of examination and marking centre.

Ensure supervision and render career exhibition services.

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 supervision and administering of learning materials, certificates and results.

Supervise human, physical and financial resources

ENQUIRIES:**E MOKOKONG- HR Unit (053) 839 2099/053 839 2074****APPLICATIONS:**

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CLOSING DATE:**08 September 2022****POST:****STATE ACCOUNTANT: FINANCIAL ACCOUNTING****REFERENCE:****NCUTVET/DHET 2022/16****SALARY:****R321 543 per annum (SL8)****CENTRE:****KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)****REQUIREMENTS:**

An appropriate (3) years National Diploma in Accounting/ Financial Management or equivalent qualification (NQF level 6)

3-5 years' experience in the financial management services

Recommendations:

Knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics

Knowledge of financial accounting procedure, methods and principles established for the processing of specific salary/ financial transactions.

Knowledge of the Public Service financial legislations, procedures and Treasury Regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual).

Knowledge of financial operating systems (PERSAL, BAS, LOGIS, COLTECH, SAGE, ITS etc

DUTIES:

The incumbent will be responsible for:

Ensure overall supervision and provision of salary administration service.

Ensure overall supervision and provision of expenditure and general payments services.

Ensure overall supervision of cash and revenue management services.

Ensure overall supervision and provision of asset liability and debt management.

Ensure overall supervision and provision of bookkeeping and financial accounting services.

Supervise human, physical and financial resources

ENQUIRIES:**E MOKOKONG- HR Unit (053) 839 2099/053 839 2074****APPLICATIONS:**

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CLOSING DATE:**08 September 2022****POST:****SENIOR LABOUR RELATIONS OFFICER: LABOUR RELATIONS****REFERENCE:****NCUTVET/DHET 2022/17****SALARY:****R321 543 per annum (SL8)****CENTRE:****KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)****REQUIREMENTS:**

An appropriate three (3) year National Diploma (NQF level 6) in Labour Relations, Employment Relations /Human Resource Management or equivalent qualification 3-5 years in Labour Relations or Human Resource Management environment or related field

Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writingskills.

Added advantage

PERSAL Certificate

Recommendations:

Knowledge of Labour Relations Act, Public Services legislations and policies related to Human Resource Management (HRM)

Knowledge of implementing PSCBC and GPSSBC resolutions

Knowledge and understanding of bargaining process, grievance and dispute resolutions process

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 (PSET and CET)

Knowledge of PERSAL

DUTIES:

The incumbent will be responsible for:

Ensure overall supervision and proper implementation of labour relations guidelines and processes

Ensure overall supervision and proper implementation on resolution of disciplinary cases, grievances and dispute processes

Ensure overall supervision and proper implementation of misconduct case processes.

Ensure overall supervision and proper implementation of collective bargaining and dispute resolutions.

Ensure overall supervision and represent the employer and monitor the implementation of litigation outcomes.

Ensure overall supervision and sound employment relationships.

Ensure overall supervision and monitor PERSAL and database on grievance, disputes, misconduct and collective bargaining

ENQUIRIES:**E MOKOKONG- HR Unit (053) 839 2099/053 839 2074**

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CLOSING DATE:

08 September 2022

POST:

SENIOR EXAM OFFICER: STUDENT SUPPORT SERVICES

REFERENCE:

NCUTVET/DHET 2022/18

SALARY:

R321 543 per annum (SL8)

CENTRE:

KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

An appropriate recognised National Diploma (NQF 6) in Education/ Administration or equivalent qualification

3-5 years in the Teaching and Learning environment/ related field

Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writingskills.

Recommendations:

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, TVETMIS, and ITS.

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.

DUTIES:

The incumbent will be responsible for:

Ensure the overall supervision and coordination of internal and external examination services

Ensure the overall supervision and coordinate training of Invigilators, Markers and Data Capturers

Ensure overall supervision and establishment of the function of Irregularity Committee

Ensure the overall supervision and management of issuing the certificates.

Ensure overall supervision and proper administration of the examination services.

ENQUIRIES:

E MOKOKONG- HR Unit (053) 839 2099/053 839 2074

APPLICATIONS:

Please 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

NOTE:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification.

The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest.

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CLOSING DATE:**08 September 2022****POST:****SENIOR MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER****REFERENCE:****NCUTVET/DHET 2022/19****SALARY:****R321 543.00 per annum (SL8)****CENTRE:****KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)****REQUIREMENTS:**

Recognised three (3) National Diploma (NQF level 6) /Bachelor's Degree in Information Management/ Data Management or equivalent qualification
3-5 years working experience in Data Management / TVET MIS environment or any relevant knowledge.

RECOMMENDATIONS:

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.

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 ,Client service ,focus ,Integrity, Committed, Proactive, loyal.

DUTIES:

The incumbent is responsible:

Ensure the overall supervision and proper management of TVET MIS, capturing and data extraction for the college.

Ensure the overall supervision, coordination, compilation and submission of MIS reports and statics.

Ensure the overall supervision and verification of inputs captured on COLTECH system and other related systems.

Ensure the overall supervision and administration of all academic and student related system programmes, course and qualification.

Ensure the overall supervision and maintenance of MIS licenses are renewed before expiry dates

Supervise human, physical and financial resources

ENQUIRIES:**E MOKOKONG- HR Unit (053) 839 2099/053 839 2074****APPLICATIONS:**

Please 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

NOTE:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification.

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CLOSING DATE:

08 September 2022

POST:

PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS

REFERENCE:

NCUTVET/DHET 2022/20

SALARY:

R261 372 per annum (SL7)

CENTRE:

KIMBERLEY (NORTERN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

An appropriate Bachelor's Degree (NQF 7) in Psychology / BA. Social Work (Major in Psychology) or Sports Science, or equivalent qualification and 2-3 years' experience in Employee Health and Wellness environment or related field. Computer literacy in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writingskills.

RECOMMENDATIONS:

Knowledge of Basic knowledge of Health and Wellness policies, processes and systems

DUTIES:

The incumbent will be responsible for:

Provide Effective and efficient administrative support in the implementation of Employee Health and Wellness strategic framework
Assist with the implementation of health and wellness policy for the college.
Assist with conducting Health and wellness surveys.
Coordinate Health and Wellness programme based on the Health Wellness survey.
Provide support in the implementation of Employee Wellness programme services
Promote psych-social wellness of employees in the college
Provide counselling
Promote physical wellness of employees in the college through sport Provide interventions to mitigate absenteeism.
Provide awareness and education on the Health and Wellness issues.
Monitor programmes to manage lifestyle diseases and Health risks
Ensure overall supervision and facilitate risk, fraud, ethics and integrity management awareness and trainings
Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit.
Compile monthly, quarterly and annual reports against the audit plan.
Compile monthly, quarterly and annual reports against the risk register

ENQUIRIES:

E MOKOKONG- HR Unit (053) 839 2099/053 839 2074

APPLICATIONS:

Please 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

NOTE:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification.

The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest.

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CLOSING DATE:**08 September 2022****POST:****CHIEF ADMINISTRATION CLERK : HUMAN RESOURCE ADMINISTRATION****REFERENCE:****NCUTVET/DHET 2022/21****SALARY:****R261 372 per annum (SL7)****CENTRE:****KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)****REQUIREMENTS:**

An appropriate three (3) years Recognized National Diploma in Human Resource Management/Development (NQF level 6)
Relevant PERSAL Certificates
2-3 years' relevant experience in Human Resource Management / Administration environment.
Extensive knowledge on PERSAL System
Good verbal and written communication skills, including presentation and report writingskills.

Recommendations:

Understanding and utilisation of the PERSAL system.
Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.)
Knowledge and understand of human resource prescripts and practice

DUTIES:

The incumbent will be responsible for:

Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.)

Implement termination of services.

Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc.) Supervisor human resources / staff

ENQUIRIES:**E MOKOKONG- HR Unit (053) 839 2099/053 839 2074****APPLICATIONS:**

Please 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

NOTE:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification.

The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest.

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CLOSING DATE:**08 September 2022****POST:****PRACTITIONER: HUMAN RESOURCE DEVELOPMENT****REFERENCE:****NCUTVET/DHET 2022/22****SALARY:****R261 372 per annum (SL7)****CENTRE:****KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)****REQUIREMENTS:**

An appropriate National Diploma in Human Resource Management/Development (NQF level 6)

Relevant PERSAL Certificates

A Certificate in facilitation/ Assessor/ Moderator will be an added advantage

2-3 years experience years' relevant experience in Human Resource development environment

Computer literacy in in the Microsoft suite and a valid driver's license is a prerequisite. Good verbal and written communication skills, including presentation and report writingskills.

Recommendations:

Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.)

Knowledge and understanding of coordination and facilitation of training

Knowledge and understanding of application of Employment Equity Act

Knowledge and understanding of PMDS and IQMS

DUTIES:

The incumbent will be responsible for:

Implement all training and development programmes in line with approved plans.

Facilitate the development and implementation of Work Skills Plan.

Process bursaries in line with the departmental policy.

Coordinate the implementation of Internship and Learnership Programmes.

Coordinate the implementation of Performance Management Development System,

Integrated Quality Management System and coordinate training for College staff

Facilitate the development of job descriptions

Provide assistance on the development, review and implementation of Employment Equity Plan for the College Supervise human resources / employees.

Ensure overall supervision, review, collect information and compile reports to council subcommittee/ audit and risk committee on issues of risk and internal audit. Compile monthly, quarterly and annual reports against the audit plan.

Compile monthly, quarterly and annual reports against the risk register

ENQUIRIES:**E MOKOKONG- HR Unit (053) 839 2099/053 839 2074****APPLICATIONS:**

Please 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

NOTE:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification.

The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest.

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CLOSING DATE:**08 September 2022****POST:****PERSONNEL PRACTITIONER – PERFORMANCE MANAGEMENT****REFERENCE:****NCUTVET/DHET 2022/23****SALARY:****R261 372.00 per annum (SL7)****CENTRE:****KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)****REQUIREMENTS:**

Recognised three (3) year National Diploma in Human Resource Management (NQF level 6) or equivalent qualification. 2-3 years' experience

RECOMMENDATIONS:

Must be able to use Microsoft (Word, Excel) Compiling of reports
Must be able to deal with all levels of staff
Must be able to understand and interpret PMDS Policy
All information must be kept confidentially
Must be able to write submissions and letters
Must be able to communicate clearly (personally and telephonically)
Give advice where necessary
Ability to apply innovative and creative thinking
Ability to systematically identify bottlenecks and resolve them

DUTIES:

The incumbent will be responsible for:
Support effective management of individual performance management
Capturing all PMDS documents on Persal and excel spreadsheet
Development of an effective performance management database
Assist in Conduction training session on PMDS Policy
Facilitate and coordinate Branch Moderation Process

ENQUIRIES:**E MOKOKONG- HR Unit (053) 839 2099/053 839 2074****APPLICATIONS:**

Please 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

NOTE:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification.

The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest.

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CLOSING DATE:**08 September 2022****POST:****PROVISIONING OFFICER: SUPPLY CHAIN****REFERENCE:****NCUTVET/DHET 2022/24****SALARY:****R261 372 per annum (SL7)****CENTRE:****KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)****REQUIREMENTS:**

An appropriate National Diploma in Supply Chain Management/ Logistics/Public Management or equivalent qualification (NQF level 6)

BAS, LOGIS, ITS and MIS will be added advantage At least 2-3 years' experience in Supply chain environment

Recommendations:

Knowledge of BAS /LOGIS/ ITS system

Knowledge of assets disposal procedure

Knowledge and understating of legislative framework governing the Public Services

Knowledge of Assets Management

Knowledge of Supply Chain Policies

Knowledge of Department of Higher Education mandate

DUTIES:

The incumbent will be responsible for:

Perform bidding administration function for the College Bid Committee

Perform procurement of goods and services function through effective and efficient demand management services

Assist in the provision of an effective Contract Management service to the College

Provide logistical and disposal services

ENQUIRIES:**E MOKOKONG- HR Unit (053) 839 2099/053 839 2074****APPLICATIONS:**

Please 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

NOTE:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification.

The successful candidate will be required to enter into an contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest.

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CLOSING DATE:**08 September 2022****POST:****IT TECHNICIAN: INFORMATION TECHNOLOGY AND COMMUNICATION****REFERENCE:****NCUTVET/DHET 2022/25****SALARY:****R261 372 per annum (SL7)****CENTRE:****KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)****REQUIREMENTS:**

An appropriate National Diploma in Information Technology (IT)/ Computer Science or equivalent

At least 1-2 years' experience in IT environment

Software and hardware support (Windows Microsoft

Valid code B driver's licence

Added Advantage

A+

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

Effective customer relation

BAS (Desktop)

PERSAL(Desktop)

COLTECH(Desktop)

Vulindlela

MIS Systems and any related Systems (Desktop)

DUTIES:

The incumbent will be responsible for:

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

Assist in maintaining a service catalogue and standard operating procedures

Implementation of IT services Desk policies

Perform backups information and anti-virus support and offsite storage perform trouble shooting and diagnosis

Support the availability of emails services, internet services, application services on workstation and availability of connection to transversal mainframe system

Install, maintain, support telephone system and network

Perform installation, configuration, testing and upgrade tasks that may require some research and analysis Provide telephonic support

Prove network cabling
Perform PC installations and software installations
Provide technical support of the configuration, installation, repair and replacement of computers, printers and telephones
Configuring mainframe applications (BAS, LOGIS & PERSAL)
Troubleshooting of all issues reported
Rendering of IT information management services: Plan, develop and improve computer-based information systems.

Maintain information management systems such as database to ensure integrity and security of data

Gather and analyses users' issues in ICT and provide solutions.

ENQUIRIES:

E MOKOKONG- HR Unit (053) 839 2099/053 839 2074

APPLICATIONS:

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NOTE:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification.

The successful candidate will be required to enter into a contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest.

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CLOSING DATE:

08 September 2022

POST:

SPORTS, ARTS AND CULTURAL OFFICER

REFERENCE:

NCUTVET/DHET 2022/26

SALARY:

R261 372 per annum (SL7)

CENTRE:

KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

Recognized National Diploma/ Degree in Sports Management/Administration or equivalent.
Added advantage
A Valid Driver's licence
3-5 years' experience in sports and culture environment

RECOMMENDATIONS:

Knowledge Employment service market
Knowledge PSET and CET Act
Knowledge Public Service prescripts
Knowledge DHET Policies

DUTIES:

The incumbent will be responsible for:

Establish and maintain sport and recreation structures and clubs in schools, wards and local

Provide support services to federations, clubs and school sport structures.

Render support to provincial sport academy and satellites.

Implement programmes to increase and improve relations between sport and recreation stakeholders.

Establish good governance structures of sport and recreation as dictated by relevant legislation
Facilitate capacity building programmes
Create an enabling environment for the talent identification
Administer coach education in terms of different sporting codes
Monitor and evaluate progress of education and training activities
Perform events management/coordination activities
Liaise with hubs, sport federation, sport councils and academy to increase the number of participants in sports and recreation activities
Implement programs to increase and improve relations between sports and recreation stakeholders
Plan, develop and implement school and community sport, school and community mass participation and high performance programs
Formulate and administer league related sport programs
Promote health and fitness in communities
Provide an oversight role in the implementation of sports academy and recreation council programs
Encourage all levels of communities to participate in different codes of sports and recreation activities
Monitor the implementation of all transformation policies and programs
Promote gender mainstream in sport and recreation
Promote integrated programs of all sector department and relevant stakeholders
Promote awareness and participation to all ages, gender and capability categories
Collect, analyze, compile and update data in all sport and recreational activities
Provide administrative and technical support with regard to sports and recreation facilities and infrastructure
Administer the system for storage, maintenance, issue and return of sport and physical recreation equipment
Examine, compile and monitor transfer payments of funded projects
Identify, develop and promote (emerging) artists and crafters as well as implementing projects related to performing and visual arts and craft.
Create awareness programmes for craft, performing and visual arts.
Conduct needs analysis and provide professional advice on performing, visual arts and crafts.
Render administrative functions in relation to programmes that are implemented

ENQUIRIES: **E MOKOKONG- HR Unit (053) 839 2099/053 839 2074**

APPLICATIONS: Please 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

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CLOSING DATE: **08 September 2022**

POST: **SENIOR FACILITIES OFFICER**

REFERENCE: **NCUTVET/DHET 2022/27**

SALARY: **R321 543.00 per annum (SL8)**

CENTRE:**KIMBERLEY (NORTHERNN CAPE URBAN TVET COLLEGE)****REQUIREMENTS:**

Recognised three (3) year National Diploma in Facilities Management / Real Estate (NQF level 6) or equivalent qualification.

3-5 years' experience in facilities administration environment/field

Added advantage

OHS certificate

Driver's license

CIEG

RECOMMENDATIONS:

Knowledge of property evaluation methodology

Knowledge of lease agreement negotiations and BBBE procedure

Knowledge of OHSAS 18001

Knowledge of project Management

Knowledge of Treasury and PFMA Regulations.

Knowledge of vehicle maintenance and services procedures

Knowledge of building maintenance

Knowledge of fleet disposal procedure

Knowledge and understating of legislative framework governing the Public Services

Knowledge of traffic laws

Monitoring and evaluation

Knowledge of Department of Higher Education mandate, Planning and organizing,

Communication (Good verbal and written),

Computer Literacy, Flexibility, Customer Careservices, Reportwriting, Flexibility,

Teamwork.

DUTIES:

The incumbent will be responsible for:

Ensure overall supervision and provision of conducive working environment services in terms of OHS Act

Ensure overall supervision and provision of infrastructure maintenance services.

Ensure overall supervision and the provision of safety and security services.

Ensure overall supervision and the provision of transport services

Ensure overall supervision and provision of refectory services.

Ensure overall supervision and provision of cleaning services.

Supervise human, physical and financial resources

ENQUIRIES:**E MOKOKONG- HR Unit (053) 839 2099/053 839 2074****APPLICATIONS:**

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NOTE:

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CLOSING DATE:**08 September 2022****POST:****CHIEF ADMINISTRATION CLERK: HR ADMIN**

REFERENCE:**NCUTVET/DHET 2022/28****SALARY:****R261 372.00 per annum (SL7)****CENTRE:****KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)****REQUIREMENTS:**

Recognized National Diploma in Human Resource Management/Development (NQF level 6)
Relevant PERSAL Certificates, 2-3 years' relevant experience in Human Resource Management / Administration environment

RECOMMENDATIONS:

Understanding and utilisation of the PERSAL system.
Knowledge and understating of the application of Public Service legislative framework (PSA, PFMA, PSR etc.)
Knowledge and understand of human resource prescripts and practice
Planning and organizing
Communication (Good verbal and written)
Computer Literacy
Flexibility
Customer care services
Report writing
Flexibility Teamwork

DUTIES:

Render conditions of services and remuneration of employees (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR etc.)
Implement termination of services.
Render Recruitment and Selection services in line with the Departmental policy and delegation (Advertisements, appointments, transfers, verification of qualifications, secretariat functions at interviews, absorptions, probation periods etc.). Supervisor human resources / staff

ENQUIRIES:**E MOKOKONG- HR Unit (053) 839 2099/053 839 2074****APPLICATIONS:**

Please 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

NOTE:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation, 2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification.

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CLOSING DATE:**08 September 2022****POST:****SECRETARY****REFERENCE:****NCUTVET/DHET 2022/29**

SALARY: R176 310.00 per annum (SL5)

CENTRE: KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

Grade 12

Any other training/ qualification that will enable the person to perform the work satisfactorily

Language Skills, Good telephone etiquette, Computer literacy, Sound organisational skills, Basic written communication skills, Ability to act with tact and discretion, Good grooming and presentation

RECOMMENDATIONS:

Must be computer Literate
Sound organizational skills
Good people skills
Basic writing communication skills
Client orientation and customer focus
Good communication
Telephone etiquette

DUTIES:

The incumbent will be responsible for:

Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager

Records appointments and events in the diary of the manager

Types documents for the manager and other staff within the unit on a word processor

Operates office equipment like fax machines and photocopiers

Liaises with travel

agencies to make travel arrangements.

Checks the arrangements when the relevant documents are received

Arranges meetings and events for the manager and the staff in the unit. Identifies venues, invites role players, organizes refreshments and sets up schedules for meetings and events

Processes the travel and subsistence claims for the unit

Processes all invoices that emanate from the activities of the work of the manager

Records basic minutes of the meetings of the manager where required

Drafts routine correspondence and reports

Does filing of documents for the manager and the unit where required

Administers matters like the leave registers and telephone accounts

Receives, records and distributes all incoming and outgoing documents

Handles the procurement of standard items like stationery, refreshments etc.

Collects all relevant documents to enable the manager to prepare for meetings

Studies the relevant public service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly

Remains abreast with the procedures and processes that apply in the office of the manager

ENQUIRIES:

E MOKOKONG- HR Unit (053) 839 2099/053 839 2074

APPLICATIONS:

Please 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

NOTE:

Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification.

The successful candidate will be required to enter into an contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest.

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CLOSING DATE:**08 September 2022****POST:****SECRETARY****REFERENCE:****NCUTVET/DHET 2022/30****SALARY:****R176 310.00 per annum (SL5)****CENTRE:****KIMBERLEY (NORTHERNN CAPE URBAN TVET COLLEGE)****REQUIREMENTS:**

Grade 12

Any other training/ qualification that will enable the person to perform the work satisfactorily

RECOMMENDATIONS:

Language Skills, Good telephone etiquette, Computer literacy, Sound organisational skills, Basic written communication skills, Ability to act with tact and discretion, Good grooming and presentation

DUTIES:

The incumbent will be responsible for:

Receives telephone calls and refers the calls to the correct role players if not meant for the relevant manager

Records appointments and events in the diary of the manager

Types documents for the manager and other staff within the unit on a word processor

Operates office equipment like fax machines and photocopiers

Liaises with travel agencies to make travel arrangements.

Checks the arrangements when the relevant documents are received

Arranges meetings and events for the manager and the staff in the unit. Identifies venues, invites role players, organizes refreshments and sets up schedules for meetings and events

Processes the travel and subsistence claims for the unit

Processes all invoices that emanate from the activities of the work of the manager

Records basic minutes of the meetings of the manager where required

Drafts routine correspondence and reports

Does filing of documents for the manager and the unit where required

Administers matters like the leave registers and telephone accounts Receives, records and distributes all incoming and outgoing documents

Handles the procurement of standard items like stationery, refreshments etc.

Collects all relevant documents to enable the manager to prepare for meetings

Studies the relevant public service and departmental prescripts/ policies and other documents to ensure that the application thereof is understood properly

Remains abreast with the procedures and processes that apply in the office of the manager

ENQUIRIES: E MOKOKONG- HR Unit (053) 839 2099/053 839 2074

APPLICATIONS: Please 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

NOTE: Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the most recent Z83 application for employment from issued by Minister for the Public Service and Administration in line with Regulation 10 of Public Services Regulation ,2016 and a detailed Curriculum Vitae, failure to do so will result in disqualification.

The successful candidate will be required to enter into an contract of employment and a performance agreement. The candidate will be subjected to a security clearance and verification of qualifications. The candidate will have to disclose his/her financial interest.

The department is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity: (race, gender and disability) in the Department through the filling of posts.

CLOSING DATE: 08 September 2022

POST: RECEPTIONIST (CAMPUS)

REFERENCE: NCUTVET/DHET 2022/32

SALARY: R147 459.00 per annum (SL4)

CENTRE: KIMBERLEY (NORTHERNN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:

NQF Level 4 or 5 (A grade 12 certificate or equivalent)
No experience required

RECOMMENDATIONS:

Must be computer Literate
Sound organizational skills
Good people skills
Basic writing communication skills
Client orientation and customer focus
Good communication
Telephone etiquette

DUTIES :

Receive telephone calls, messages and channel to the relevant role players.
Welcome and receive clients to relevant units.
Provide relevant information as required.
Liase with internal and external personnel.
Maintain and control visitor register/log
Helping maintain workplace security by issuing, checking, and collecting badges as necessary.
Attend to incoming and outgoing telephone calls
Transfer calls to relevant extensions
Maintain telephone database/directory
Make photo copies for staff
Report any malfunctioning of photocopy machines
Receiving and recording of parcels, mail and documentation
Keep record of photocopier machines activities and any other administrative related duties.
Booking of meeting venue

Prepare meeting and training rooms
Assist with travelling arrangements

ENQUIRIES: **E MOKOKONG- HR Unit (053) 839 2099/053 839 2074**

APPLICATIONS: Please 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

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CLOSING DATE: **08 September 2022**

POST: **RECEPTIONIST (CORPORATE SERVICES)**

REFERENCE: **NCUTVET/DHET 2022/34**

SALARY: **R147 459.00 per annum (SL4)**

CENTRE: **KIMBERLEY (NORTHERNN CAPE URBAN TVET COLLEGE)**

REQUIREMENTS:
NQF Level 4 or 5 (A grade 12 certificate or equivalent)
No experience required

RECOMMENDATIONS:
Must be computer Literate
Sound organizational skills
Good people skills
Basic writing communication skills
Client orientation and customer focus
Good communication
Telephone etiquette

DUTIES: The incumbent will be responsible for:

Receive telephone calls, messages and channel to the relevant role players.
Welcome and receive clients to relevant units.
Provide relevant information as required.
Liaise with internal and external personnel.
Maintain and control visitor register/log
Helping maintain workplace security by issuing, checking, and collecting badges as necessary.
Attend to incoming and outgoing telephone calls
Transfer calls to relevant extensions

Maintain telephone database/directory
Make photocopies for staff
Report any malfunctioning of photocopy machines
Receiving and recording of parcels, mail and documentation
Keep record of photocopier machines activities and any other administrative related duties.
Booking of meeting venue
Prepare meeting and training rooms
Assist with travelling arrangements

ENQUIRIES: **E MOKOKONG- HR Unit (053) 839 2099/053 839 2074**

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CLOSING DATE: **08 September 2022**

POST: **RECEPTIONIST (CAMPUS)**

REFERENCE: **NCUTVET/DHET 2022/35**

SALARY: **R147 459.00 per annum (SL4)**

CENTRE: **KIMBERLEY (NORTHERNN CAPE URBAN TVET COLLEGE)**

REQUIREMENTS: NQF Level 4 or 5 (A grade 12 certificate or equivalent)
No experience required

RECOMMENDATIONS:

Must be computer Literate
Sound organizational skills
Good people skills
Basic writing communication skills
Client orientation and customer focus
Good communication
Telephone etiquette

DUTIES: The incumbent will be responsible for:

Receive telephone calls, messages and channel to the relevant role players.
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Maintain telephone database/directory
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Report any malfunctioning of photocopy machines
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Booking of meeting venue

Prepare meeting and training rooms

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CLOSING DATE: **08 September 2022**

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

NORTHERN CAPE URBAN TVET COLLEGE

APPLICATIONS ARE AWAITED FROM SUITABLY QUALIFIED PERSONS IN THE FOLLOWING COLLEGE POSITIONS:

POST: **HANDYMAN: CAMPUSES**

REFERENCE: **NCUTVET/DHET 2022/36**

SALARY: **R124 434.00 per annum (SL3)**

CENTRE: **KIMBERLEY (NORTHERN CAPE URBAN TVET COLLEGE)**

REQUIREMENTS:

ABET Level 4/ Standard 8/ Grade 10

0-6 Months experience Semi Skilled Manual

Operating equipment, Communication (verbal and written), Reading, People management, Office management and administration, Analytical, Computer literacy, Problem-solving, Planning and organizing, Disciplined

RECOMMENDATIONS:

Knowledge of building maintenance

Knowledge of infrastructure policies

Knowledge of relevant legislation, prescripts, policies and procedures

Knowledge of building laws

Safe keeping of tools

Storage requirement

DUTIES: The incumbent will be responsible for:

To maintain office buildings and equipment's

Conduct regular building inspections

Attend to minor electrical, plumbing and carpentry problems

Repair broken furniture and equipment

Report defects

Safekeeping of maintenance tools and supplies

ENQUIRIES: E MOKOKONG- HR Unit (053) 839 2099/053 839 2074

APPLICATIONS: Please 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

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CLOSING DATE: 08 September 2022

POST: HANDYMAN: CAMPUSES

REFERENCE: NCUTVET/DHET 2022/37

SALARY: R124 434.00 per annum (SL3)

CENTRE: KIMBERLEY (NORTHERNN CAPE URBAN TVET COLLEGE)

REQUIREMENTS:
ABET Level 4/ Standard 8/ Grade 10
0-6 Months experience Semi Skilled Manual
Operating equipment, Communication (verbal and written), Reading, People management, Office management and administration, Analytical, Computer literacy, Problem-solving, Planning and organizing, Disciplined

RECOMMENDATIONS:
Knowledge of building maintenance
Knowledge of infrastructure policies
Knowledge of relevant legislation, prescripts, policies and procedures
Knowledge of building laws
Safe keeping of tools
Storage requirement

DUTIES: The incumbent will be responsible for:

To maintain office buildings and equipment's
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CLOSING DATE:

08 September 2022