



NKANGALA TVET COLLEGE INVITES SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THESE PERMANENT POSTS:

SENIOR EDUCATION SPECIALIST

SALARY: R342 753.00

REF: NKC/2907/01 (Witbank Campus – Business studies)
REF: NKC/2907/02 (Witbank Campus – Engineering studies)
REF: NKC/2907/03 (CN Mahlangu – Engineering studies)

Requirements: • M + 3 Qualification backed by a professional education qualification • Extensive knowledge of NSDIII, the NQF framework, SETA landscape • Learnership & skills arena • Financial management, the TVET mandate, the QCTO & be a registered assessor with valid drivers licence, at least 5 years management experience • Presentation and management skills, management and leadership skills • Project Management skills, computer literacy and administration skills • Accredited moderator will serve as an advantage.

Duties: • Obtain new rewarding projects for the college • Form beneficial partnership with NGO's and SETA's • Coordinate the academic programme budget, for Learnership and skills programme • Coordinate internal an external assessments and moderations • Manage the procurement of resources for the ELU • Present skilled and professional presentation to prospective clients • Coordinates the implementation of new accredited programmes both from DHET and SETA's • Accountable for all administrative and operational activities of the unit • Source new customers & partnership with commerce industry.

EDUCATION SPECIALIST

SALARY: R287 862.00 • REF: NKC/2907/04 (CN Mahlangu – Office Administration) • REF: NKC/2907/05 (Mpondozankomo – (Mathematics Nated & NCV) • REF: NKC/2907/06 (Mpondozankomo – (Mechanical Engineering (Nated & NCV) • REF: NKC/2907/07 (Waterval Boven – (Tourism & Hospital) REF: NKC/2907/08 (Waterval Boven – (Mechanical Engineering)

Requirements: • An appropriate REQV 13 or equivalent qualification, backed by a professional qualification in Education, plus at least 5 years relevant experience • Extensive knowledge of theory and practice in the relevant field • Sound communication skills • Computer literacy • Valid driver's licence • Registration with SACE • A trade test or appropriate National N Diploma or equivalent recognized qualification in the relevant field may be a recommendation for posts related to Technical subjects.

Duties: • Assists students with the choice of appropriate career paths as well as with study methods • Give support to students in developing critical job-hunting skills • Assists the Head of division with day to day management duties • Give professional guidance and support to lecturers • Oversee assessment and moderation • Assists with lecturing as required • Manage the classroom with regard to attendance records and performance assessment record.

INFORMATION TECHNOLOGY: TECHNICIANS (SR8)

SALARY: R262 272.00 • REF: NKC/2907/09 – Middelburg Campus • REF: NKC/2907/10 – Waterval Boven Campus • REF: NKC/2907/11 – Witbank Campus

Requirements: • Grade 12 certificate plus 3 years qualification in Information Technology or an equivalent qualification, A+, N+ or MCSE • 3 years relevant experience • Ability to work under pressure and flexible hours • Good communication skills (verbal and written) • Driver's licence.

Duties: • Installation and maintenance of network system • Workgroup and domain servers (sever 2008) • Maintain personal computer hardware and software • Knowledge on the following software will be an advantage: (Microsoft office, Windows 7, Pastel Accounting, Data collection and management) • Ability to do programming in a computer language will be an advantage • Hardware and software support on laptop and desktop • Installation of troubleshooting software issues • Troubleshooting printers • Repairing of PC hardware • Troubleshooting network connectivity • Setup and installation of new hardware • Setup and troubleshooting Microsoft office • Setup and troubleshooting of the latest Windows • Provide 1st line support • Proactive maintenance of hardware and software.

SENIOR PRACTITIONER HRD (SR8)

SALARY: R262 272.00 • Central Office • REF: NKC/2907/12

Requirements: • Grade 12 plus a 3 years qualification in Human Resource Management or an equivalent qualification • 3 years relevant experience • Certificate as a Skills Development Facilitator • Good communication skills (verbal and written) • Report writing skills • Understanding of Skills Development Act, and other HR related prescripts • Organization and facilitation skills • Computer literacy (MS word, MS Excel, PowerPoint) • Driver's licence.

Duties: • Administer the performance management systems of the College i.e. PMDS and IQMS • Facilitate the skills audit process • Facilitate the induction of all new employees • Work with skills development committee • Develop Work Skills Plan • Liaise with Setas • Compile monthly reports on training conducted • Submit annual training reports to relevant stakeholders • Administer bursaries offered by the College and SETAs • Administer internship programmes.

LABOUR RELATIONS OFFICER (SR8)

SALARY: R262 272.00 • Central Office • REF: NKC/2907/13

Requirements: • Bachelor's Degree or National Diploma in Human Resource Management • Valid driver's licence • 3 years relevant experience • Communication skills • Interpersonal relations • Negotiations skills • Ability to present viewpoints and ideas effectively in both written and oral form.

Duties: • Handle all disciplinary matters • Deal with all grievances following the procedures • Develop and review HR related policies, procedures and guidelines • Represent the college at disciplinary hearings • Handle wellness programmes for employees • Handle health and safety of the college.

SENIOR ADMIN OFFICER FACILITY MANAGEMENT (SR8)

SALARY: R262 272.00 • Central Office • REF: NKC/2907/14

Requirements: • Grade 12 certificate plus a three years qualification in a trade • Minimum of 3 years experience in facility management or supervision of maintenance i.e. (Mechanical, electrical, civil etc.) • Project management, training on Occupational Health and Safety, Good financial management skills, planning and monitoring of high level of accuracy • Negotiation and coordinating skills • Knowledge of other technical fields, Report writing presentation • General machinery and equipment knowledge • Communication skills.

Duties: Facilitate the upgrading of existing infrastructure • Monitor and oversee construction, maintenance, repairs and servicing of the College machinery • Manage the allocated resources effectively • Ensure accurate specification for minor renovations project • Provide technical advice to end users.

SENIOR ADMINISTRATION OFFICER (SR8)

SALARY: R262 272.00 • Middelburg Campus REF: NKC/2907/15 – (Middelburg Campus) REF: NKC/2907/16 – (Waterval Boven Campus) REF: NKC/2907/17 – (Witbank Campus)

Requirements: • Grade 12 plus three years qualification in Public administration or equivalent qualification • A minimum of 3 years relevant experience in administration • Ability to demonstrate knowledge of prescript in HR, Finance and supply chain management • Good communication skills, Computer literacy (MS word, MS Excel, PowerPoint) • Driver's licence.

Duties: • Render general administrative services • Facilitate requisition of goods and services • Facilitate the utilization and maintenance of assets • Oversee all the supply chain activities at the Campus • Oversee all the Human Resources activities at the Campus • Oversee all the Financial activities of the Campus.

SENIOR STATE ACCOUNTANT (SR8)

SALARY: R262 272.00 • Central Office • REF: NKC/2907/18

Requirements: • An appropriate recognized three years qualification with Accounting as a major subject • Knowledge of PFMA, budget

cycle, Treasury regulations and other relevant prescripts • Knowledge of accounting systems PASTEL, VIP Payroll • Computer literacy, numerical skills and driver's licence.

Duties: • Review and implement asset management policies and system • Ensure the compilation of asset register is in accordance with relevant prescripts • Manage immovable and movable assets and coordinate the annual verification of assets • Coordinate the disposal, donations and writing off of assets • Manage and control the acquisition of assets • Analyse, compile, coordinate and consolidate reconciliations • Address audit queries • Manage asset performance and monitor compliances with assets management • Advice management on asset related matters.

SUPPLY CHAIN OFFICER (SR7)

SALARY: R211 194.00 • Central Office • REF: NKC/2907/19

Requirements: • An appropriate three years qualification with accounting as a passed subject • Ability to perform accurately and methodically under pressure • Verbal and written communication skills • Knowledge of PFMA and other related procurement prescripts • Computer literacy • Driver's licence • Relevant experience in the field of procurement administration will be an added advantage.

Duties: • Request quotations from suppliers • Prepare advertisement for tenders • Prepare tender documents • Assist with management of contracts • Serve as a secretary to the committee of procurement • Assist with enhancement or development of procurement policies.

HUMAN RESOURCE CLERK (SR5)

SALARY: R142 461.00 • Central Office • REF: NKC/2907/20

Requirements: • Grade 12 certificate • Ability to perform accurately and methodically under pressure • Verbal and written communication skills • Knowledge of HR policies • Computer literacy • Driver's licence • Relevant experience in the field of Human Resources administration will be an added advantage.

Duties: Administer pension fund applications • Leave administration • Implement College recruitment process • Maintain employment records • Administer general administrative duties i.e. filing, typing, fax, photocopying etc. • Attend all HR related queries.

MARKETING ADMIN CLERK (SR5)

SALARY: R142 461.00 • Central Office • REF: NKC/2907/21

Requirements: • Grade 12 certificate • Sound interpersonal relations skills • Good organisation skills • Appropriate verbal and written communication skills • Computer skills • Driver's licence.

Duties: • Assist with presentations and promotional materials hand-outs during career exhibitions • Attend school visits, conduct presentations and distribute promotional materials • Assist with arrangement of open-days, and liaise with schools and other stakeholders • Handle queries on College website, telephone, e-mail and social media networks • Handle general administrative duties.

STUDENT SUPPORT CLERK (SR5)

SALARY: R142 461.00 • Central Office • REF: NKC/2907/22

Requirements: • Grade 12 certificate • Sound interpersonal relations skills • Good organisation skills • Appropriate verbal and written communication skills • Computer skills • Driver's licence.

Duties: Administer NSFAS Bursary Scheme • Administer students sporting events • Assist with student placement tests • Assist students in the computer laboratory • Assist with organising induction and orientation programmes • Assist with SRC matters • Handle general administrative duties in the unit • Assist with coordination of Health and Wellness campaigns.

ADMINISTRATION CLERK (SR5)

SALARY: R142 461.00 • Central Office REF: NKC/2907/23 (Finance – Central Office) X2 REF: NKC/2907/24 (Supply Chain – Central Office)

Requirements: • Grade 12 Certificate with Accounting as a passed subject • Ability to perform accurately and methodically under pressure • Verbal and written communication skills • Knowledge of PFMA and other related procurement prescripts • Computer literacy • Driver's licence • Relevant experience in the field of procurement will be an advantage.

Duties: • Render financial administration support services, include collection of funds, managing financial books etc • Render logistical administration support services, including the control of assets, the administration of stores e.g cleaning material • Render general administration support services, including typing, filing, reception and switchboard duties • Deal with the collection, duplication and distribution of information and documents • Maintain records and management information • Deal with arrangements for meetings, travelling and catering.

NKANGALA TVET COLLEGE INVITES SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR THE FOLLOWING THREE YEARS CONTRACT POST:

ASSISTANT DIRECTOR: GOVERNANCE

SALARY: R311 784.00 + 37% in lieu of benefits • REF: NKC/2907/31 • Central Office

Requirements: • An appropriate National Diploma/Bachelor's degree or equivalent qualification with extensive experience • A minimum of 3-5 years of experience as an administrative professional or meeting/event planning professional • Leadership and Management Development expertise will be an added advantage • Proficiency in MS Office (MS Word, MS PowerPoint, MS Excel, MS Access and MS Outlook) and Internet Explorer • Excellent written and verbal communication skills, excellent organisational and event planning skills, excellent negotiation skills and strong phone demeanour • Attention to detail in composing, typing and proofing materials, establishing priorities and meeting deadlines • Ability to work independently on assigned tasks as well as to accept direction on given assignments • Understanding of legislative frameworks relevant to TVET Colleges • A valid driver's licence.

Duties: • Provide administrative and secretariat support to the College Council, including drafting correspondence and making travel arrangements • Ensuring College Council complies with relevant legislation • Establishing procedures for sound governance • Advising on developments in governance issues • Formulate the Council meetings agenda with the College Principal and advise on its contents • Ensure that all agenda items and supporting documents are in place • Ensure the provision of adequate administrative resources to facilitate the working of the Councils • Establish, maintain and review policies for the Council and ensure that all statutory requirements for good governance are discharged • Responsible for planning, delivering and monitoring responsibilities of the College Council.

TO APPLY: Enquiries: 013 690 1430 – Mr. JM Ngogo

Applications: Should be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, original certified copies (not older than three months) of all qualifications and RSA ID document as well as a valid driver's licence where required. Please note that a passport or driver's licence will not be accepted in lieu of an Identity Document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No faxed applications shall be considered.

N.B!!! Applicants must ensure that they complete and sign form Z83 in full, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered.

Applications should be mailed to: Nkangala TVET College, Human Resource Department, Private Bag X7299, Witbank, 1035, for attention: Mr. CM Maimela. Applications may also be hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College.

Closing date: The closing date for the receipt of all applications is 12:00 on Monday 01 August 2016. No applications received by the HR Department after the applicable closing date shall be considered. The College reserves the right to withdraw any of the advertised posts at any time depending on the need.

If applicants do not hear from us within 60 days after the closing date, they should deem their applications as being unsuccessful.