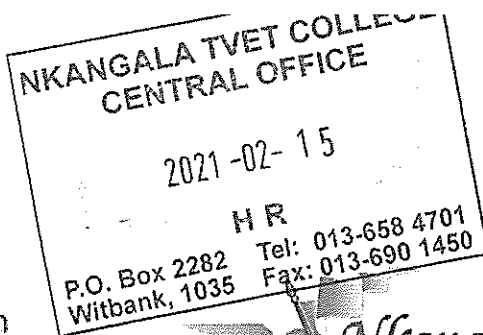




higher education  
& training  
Department  
Higher Education and Training  
REPUBLIC OF SOUTH AFRICA



**THE COLLEGE HEREBY INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING PERMANENT POSTS. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

**ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT  
SALARY: R 376 596.00 pa  
CENTRAL OFFICE  
REF: NKC/2021/02/01**

**Requirements:** Grade 12 or equivalent plus an appropriate Bachelor's Degree /three (3) year Diploma in Human Resource Management/Public Administration (NQF level 6). At least five (5) years relevant experience in the Human Resource Administration and a minimum of three (3) years' supervisory experience. Extensive knowledge of the recruitment process and procedure; Performance Management system. Knowledge and experience in working on PERSAL (attach persal results/ certificate). Must be conversant with HR policies. Knowledge of legislation and regulations pertaining to Public Service administration specifically the Public Service Act, Employment of Educators Act and Skills Development Act. Knowledge of Human Resources in general and information management. Excellent written and verbal communication skills, innovative and proactive. Ability to meet strict deadlines. Strong organisational and management skills. Computer literacy (MS Word, Excel, Power Point and Outlook. Must have a valid driver's licence

**Duties:** Monitor the implementation of recruitment and selection process, as per approved policies. Monitor the implementation of Human Resource Development and Performance Management, Monitor the implementation of Condition of Service and Service Benefits (Leave, Housing allowance, Medical Aid, Injury on Duty, Long Service Recognition, relocation, Pension). Approve and Authorise transactions on PERSAL, Facilitate the compilation of Employment Equity Plan. Compile monthly reports, Ensure compliance with policies and procedures. Liaise with Campuses and stakeholders, prepare budget for the HR unit.

**MARKETING AND COMMUNICATION OFFICER (SR 8)  
SALARY: R 316 791.00pa  
CENTRAL OFFICE  
REF: NKC 2021/02/02**

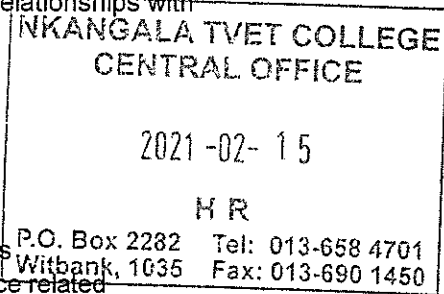
**Requirements:** Grade 12 or equivalent plus an appropriate three years Diploma/Bachelor's Degree in Communication and Marketing. Three years (3) relevant work experience .Experience in the TVET Sector will be an added advantage. Good communication skills (verbal and written), pay attention to details, sound interpersonal relations and good telephone etiquette. Computer literacy and high level of reliability. Must have valid drivers' license.

**Duties:** Implementation of exhibition plans. Profile the work of the College through presenting of a credible and professional image of the College at exhibitions. Developing and implementation of annual calendar of College exhibitions at workshops and exhibitions. Ensure College events, offices, publications, invitations, advertisement and promotional

items are correctly branded. Manage logistics of registering and booking exhibition space, delivery, set up, collection and repair of branding items. Liaise with peers and supervisors to develop and implement creative concepts and products for marketing campaigns and exhibitions. Manage the quality control of all branded material. Develop relationships with high schools and community based organisations.

**SENIOR STATE ACCOUNTANT (SR 8)**

**SALARY: R316 791 pa**  
**CENTRAL OFFICE**  
**REF: NKC/2021/02/03**



**REQUIREMENTS:** Grade 12 or equivalent plus an appropriate three years Diploma/Bachelor's Degree in Accounting/Financial Management or Finance related qualification, Minimum of three (3) years' experience in Finance or Asset management, Valid driver's license. **Knowledge:** Treasury Regulations, Generally Recognised Accounting Principles (GRAP), Public Financial Management Act(PFMA), Legislative, Creative Report writing, Supply Chain Management Act, Preferential Procurement Policy Framework, CET Act, Communication (both written and verbal), Computer Literacy, ability to work under pressure with minimal supervision. Problem solving and analysis.

**DUTIES:** Manage the Sub directorate. Oversee and review the monitoring of assets in accordance with the relevant policy and procedures. Review and implement assets management policies and system. Guide and advice employees on asset management matters to promote correct implementation of sound asset management practices. Compile, manage acquisition of assets and consolidate asset register. Manage immovable and movable assets and coordinate the annual assets verification. Develop and implement actions plans for asset management in terms of assets verification, disposal. Prepare monthly and year-end journals. Reconcile asset register with general ledger on monthly basis. Address internal and external auditors audit queries. Assist the with the preparation of financial statements.

**SENIOR ADMIN OFFICER (GOVERNANCE – THREE YEAR CONTRACT) SR 8**

**SALARY: R316 791 pa**  
**CENTRAL OFFICE**  
**REF: NKC/2021/02/04**

**REQUIREMENTS:** Grade 12 or equivalent, National Diploma in Office Administration (NQF Level 6)/Diploma in Paralegal Studies (NQF Level 6)/ Diploma in Office Management (NQF Level 6). A minimum of three years (3) relevant experience in Secretariat / Administrative / Governance work is required. Knowledge of general administrative support for effective College Council ("**Council**") secretarial functioning, clerical duties. Knowledge of procedures in terms of the working environment and the legislative framework governing the College, the Council and Public Service; Computer literacy and the use of the following computer applications: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft SharePoint and Microsoft Outlook. Planning and organising meetings and related functions; Good verbal and written communication skills; client orientation and customer focus, accountability, ethical conduct and excellent report and minute writing skills. Must have a valid drivers' license.

**DUTIES:** The incumbent will be responsible to render comprehensive secretarial and general clerical support services to Council and Sub-Committees of Council which includes recording, organising, storing information, capturing and retrieving correspondence and data; updating registers, handling routine enquiries; making photocopies, distributing documents / meeting packs on time to Council and Sub-Committees of Council as well as various stakeholders as required; keeping and maintaining an electronic and manual filing system for the office; typing letters and/ or other correspondence when required; keeping and maintaining incoming and outgoing document registers of the office; keeping and maintaining attendance registers for

all meetings of the Council and Sub-Committees of the Council; arranging travelling and accommodation for various stakeholders. manage declarations of conflict of interest.

**STATE ACCOUNTANT (SR 7)**  
**SALARY: R R257 508 pa**  
**CENTRAL OFFICE**  
**REF: NKC/2021/02/05**

**Requirement:** Grade 12 or equivalent plus a National Diploma or Degree in Financial Management. Two (2) years' experience in Financial matters (Revenue). Knowledge and understanding of Management Accounting processes. Knowledge of accrual accounting, computer literacy is essential. Able to work under pressure. Good communication and interpersonal skills. Practical experience in government financial environment, Public Financial Management Act and Treasury regulations. Must have a valid driver license

**Duties:** Controlling of revenue received and provide revenue reports. Monitor the clearing of suspense accounts. Reconciliation of banking and posting to customer accounts. Management of suspense accounts. Authorization of banking, general journal and general ledgers accounts. Provide financial reports to management. Reconciliation of receipts issued to customers. Re-printing of customer statements and invoices. Management of customer queries and ensure feedback. Collection of revenue from existing debt. Management and development of staff.

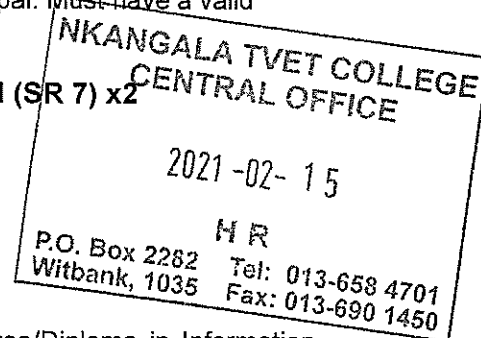
**PERSONAL ASSISTANT TO THE PRINCIPAL (SR 7)**  
**SALARY: R257 508.00 pa**  
**CENTRAL OFFICE**  
**REF: NKC/2021/02/06**

**Requirements:** Grade 12 or equivalent plus an appropriate three years Diploma in Management Assistant/ Office Administration or equivalent qualification. Minimum of three (3) years' experience in general administration, secretarial support to management. Knowledge of filing systems, document tracking, storage and retrieval., **Competencies:** Planning and organizing skills, interpersonal skills, typing skills, communication skills, telephone Etiquette and ability to work under pressure.

**Duties:** Provide administrative support to the Principal, liaise with staff and stake holders on behalf of the Principal. Arrange and coordinate meetings, manage appointments. Manage the Principal's diary both manually and electronically, arrange travel and accommodation logistics for the principal, render basic quality assurance to standard documents coming in and documents leaving the office of the Principal, minutes taking, typing of various documents and filing. Render general support the office the Principal. Must have a valid drivers' licence.

**INFORMATION TECHNOLOGY TECHNICIAN (SR 7) x2**  
**SALARY: R257 508pa**

**Middelburg Campus X1**  
**REF: NKC/2021/02/07**  
**Witbank Campus X1**  
**REF: NKC/2021/02/08**



**Requirements:** Grade 12 or equivalent plus a recognised Degree/Diploma in Information Technology plus two years' appropriate experience in the IT environment. •MCSE, A+ or CCNA will be added advantage. • Windows (Windows 7 and Windows 10) and Server (2008) administration knowledge. •Must have valid driver's licence.

**Duties:** •Provide IT support. •Manage the network. •Manage information data and do regular back-ups. •Deal with connectivity problems. •Ensure optimum and responsible usage of IT services. •Ensure college computer systems are functional, effective and efficient. •Maintain software and hardware systems. •Conduct trouble-shooting. •Manage internet and e-mail services of the College in relation to College IT policy •Ensure access to e-mail and internet to staff and students •Ensure that regular updates are done on all computer systems. •Familiar with appropriate technology standards and rules. •Ability to work independently and in a team environment. •Basic maintenance and repair skills of computers. •Good initiative and deadline driven. •Ability to organize workloads and prioritise. •Innovative thinking and problem-solving skills. •Thoroughness, honesty, integrity and the willingness to work hard, coupled with work pride. • Appropriate communication skills •Sound interpersonal qualities

**SECRETARY (SR5) x3**  
**SALARY: R173 703.00 pa**

**CENTRAL OFFICE x2**  
**REF: NKC/2021/02/09**  
**WITBANK CAMPUS x1**  
**REF: NKC/2021/02/10**

**NKANGALA TVET COLLEGE**  
**CENTRAL OFFICE**

2021-02-15

M R

P.O. Box 2282 Tel: 013-658 4701  
Witbank, 1035 Fax: 013-690 1450

**Requirements:** Grade 12 Certificate plus N6 Certificate or NCV Level 4 in Management Assistant or Office Administration or equivalent qualification. Minimum of one (1) year experience in secretarial duties and general administration. Knowledge of administrative procedures, computer literacy, proficient in Microsoft office and outlook, sound organizational skills, good people skills. High level of reliability and flexibility, sound written and verbal communication skills, client orientation and customer focus, able to work in a high-pressure environment, innovation and networking skills. Must have a valid driver's license.

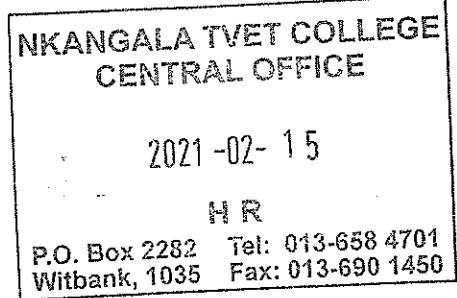
**Duties:** Provide secretarial and clerical support services, receive telephone calls and messages. Manages and coordinate the diary of the supervisor, typing of documents, render logistical arrangements, coordinate and arrange meetings and events. Process and manage all travel arrangements. Process all travel and subsistence claims and invoices

**ADMINISTRATION CLERK: FINANCE (SR5) x2**  
**SALARY: R173 703.00 pa**

**CENTRAL OFFICE X1**  
**REF: NKC/2021/02/11**  
**MPONDOZANKOMO CAMPUS X1**  
**REF: NKC/2021/02/12**

**Requirements:** Grade12 Certificate plus N6 certificate or NCV Level 4 Qualification in Finance, one (1) year experience in Finance. Ability to perform adequately and methodically under pressure, verbal and written communication skills, knowledge of finance related prescripts and computer literacy is a requirement. Knowledge of Coltech and SAGE evolution will be an added advantage. Must have a valid drivers' license.

**Duties:** Perform financial and management accounting tasks. Perform bookkeeping services. Perform salary administration support services. Render Budget support services. Handle filing of documents. Perform ad-hoc duties.



**REGISTRY CLERK (SR 5)**  
**SALARY: R173 703.00 pa**  
**CENTRAL OFFICE**  
**REF: NKC/2021/02/13**

**REQUIREMENT:** Grade 12 Certificate plus N6 Certificate or NCV Level 4 in Human Resource with appropriate relevant working experience in the registry environment. Minimum of 1 year experience in records/ documents management, Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently. Must have a valid driver's license

**DUTIES:** Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site storage. Control movement of files and access to files. Index, scanning and Photocopying. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients' enquiries; assist in the absence of the Supervisor. Perform any other administrative tasks as requested by the supervisor.

**STUDENT SUPPORT CLERK**  
**SALARY: R173 703.00 pa**  
**CENTRAL OFFICE**  
**REF: NKC/2021/02/14**

**Requirements:** Grade 12 Certificate plus N6 certificate or NCV Level 4 in Office Admin/Financial Management or Equivalent., Computer literacy with proficiency in MS Excel and MS Word. Good administrative skills, Good communication (verbal and written), presentation skills, able to pay attention to detail when processing data and must have a valid drivers' licence.

**DUTIES:** Perform administrative duties at the student support office, Facilitate and provide administrative support in the SRC election processes. Assist with the implementation of wellness programmes for students. Assist with outreach programme opportunities for students. Organise and administer all students' events and activities, Process bursary application documentation. Receive and log all bursary applications and process to ensure all required information has been submitted. Notify student of application gaps and non-compliance. Update and maintain records of students' progress for bursary administration purposes. Facilitate the development and support of the students with special education and training needs

**SENIOR EDUCATION SPECIALISTS (PL3)**  
**SALARY: R 414 003.00**

**Requirements:** Grade 12 plus an appropriate Bachelor Degree or equivalent qualification in the relevant field of study with a professional qualification in Education, a minimum of five years' relevant experience, credible management in the TVET sector, qualified artisan with a relevant trade of Engineering will be an added advantage for engineering related posts. Strong interpersonal relation, motivational, negotiation skills, problem solving skills, well developed leadership, organizational, planning and management skills. Sound report writing skills, computer literacy, valid driver's licence, registration with SACE and sound knowledge of

legislative frameworks governing TVET Colleges, must be a qualified Assessor and Moderator. Must have a valid drivers' license

**Duties:** Overall management of the division, handle special enquiries during registration in cooperation with the Campus Manager, ensure that information of students captured is correct, monitor the submission of daily reports from the department, facilitate training and orientation of academic staff with regards to academic programmes offered, monitoring of PoEs, PoAs assessment and subject files, monitor examinations on the Campus in terms of planning and preparations, ensure that subject meetings and class visits are conducted as planned, coordinate the ordering of text books and all other related materials used for teaching and learning, guide, support, monitor and assess the performance of lecturing staff. Monitor attendance record, performance, assessment, determination of training needs, discipline and placement, ensure quality education in the field and subject policies. manage requisition, distribution and control of stock for the division. Assist with the financial planning and financial control of the division. Liaise with parents, students and potential employers. Assist with lecturing duties as required

**CN Mahlangu Campus**

**REF: NKC/2021/02/15 – Engineering Studies**

**REF: NKC/2021/02/16 – Business Studies**

**Waterval Boven Campus**

**REF: NKC/2021/02/17 - Business Studies,**

**Middelburg Campus**

**REF: NKC/2021/02/18 - Business Studies,**

**Witbank Campus**

**REF: NKC/2021/02/19: Engineering Studies**

**NKANGALA TVET COLLEGE  
CENTRAL OFFICE**

2021 -02- 15

H R

P.O. Box 2282 Tel: 013-658 4701  
Witbank, 1035 Fax: 013-690 1450

**EDUCATION SPECIALISTS (PL 2)**

**SALARY: R 347 703.00:**

**Requirements:** Grade 12 or equivalent plus an appropriate recognised Bachelor's degree or National diploma or equivalent qualification in the relevant field of study plus a professional qualification in Education, a minimum of three (3) years lecturing experience within the TVET Sector, must be a qualified assessor and moderator, must be registered with SACE, extensive knowledge of report 191 and NC(V) programmes, Sound communication skills, excellent report writing skills, computer literacy, ability to work independently and must have a valid drivers' license .

**Duties:** Liaise with lecturers, Head of Departments and students support officers in providing support intervention to students, assist with recruitment and induction of students, facilitate general academic and career development of students, prepare lessons in accordance with the time table, ensure classroom management and discipline of students.

Assist students with the choice of appropriate career paths as well as with study methods. Give support to students in developing critical job-hunting skill. Assist the Head of Division with day to day management duties. Give professional guidance and support to lecturers. Oversee assessment and moderation, assist with lecturing as required. Monitor lecturers and students with regards to attendance and performance assessment records. Conduct class visits and monitor POA' and POE's.

**WITBANK CAMPUS**

**REF: Nkc/2021/02/20 - Electrical Engineering (Nated)**

**REF: Nkc/2021/02/21 - Mechanical Engineering(Nated)**

REF: Nkc/2021/02/22 - Hospitality  
REF: Nkc/2021/02/23 - Office Administration  
REF: Nkc/2021/02/24 – Engineering Related Design

**CN MAHLANGU CAMPUS**

REF: Nkc/2021/02/25 - Finance, Economics, And Accounting  
REF: Nkc/2021/02/26 - Life Orientation  
REF: Nkc/2021/02/27 - Electrical Engineering (NCV)

**WATERVAL BOVEN CAMPUS**

REF: Nkc/2021/02/28 - Electrical Engineering (Nated)

**MIDDELBURG CAMPUS**

REF: Nkc/2021/02/29 – Maths/Maths Literacy

**Closing date: 05 March 2021**

**Enquiries: Ms Sibiya ZN – 013 658 4746**

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. 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.

**Applications should be mailed to: Nkangala TVET College, Human Resource Department, Private Bag X7299, Witbank, 1035, for attention: Principal. Applications may also be hand delivered to Corner Haig and Northey Street, Central Office of Nkangala TVET College or emailed to [recruit@nkangalafet.edu.za](mailto:recruit@nkangalafet.edu.za).**

**No applications received by the HR Department after the closing date shall be considered. The College reserves the right to withdraw any of the advertised posts at any time depending on the need.**

*Nkangala TVET College is an equal opportunity and affirmative employer. our aim is to promote representativity through race, gender and disability.*

