



ERRATA

Central Office

Kindly note the amendments on the following Post Ref Numbers:

SUBDIRECTORATE: FINANCIAL MANAGEMENT

Senior Admin Officer Facility Management (SR8)

Salary: R227 802.00
Central Office - NKC/2704/05

SUBDIRECTORATE: CORPORATE

Assistant Director: Marketing and Communication (SR9)

Salary: R270 804.00
Central Office - NKC/2704/09

Senior Health and Wellness Officer (SR8)

Salary: R227 802.00
Central Office
NKC/2704/12

Principal Communication Officer (Marketing) (SR8)

Salary: R227 802.00
Central Office
NKC/2704/13

Call Centre Agents (SR4) x2

Salary: R103 494.00
NKC/2704/08

We apologise for the inconvenience caused.

NB: For full details on the above positions, including minimum requirements, qualifications and experience, visit our website at www.nkangalafet.edu.za; Enquiries: 013 690 1430 – Jacob Ngozo

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, originally certified copies (not older than three months) of all qualifications and RSA ID document as well as a valid driver's license where required. Please note that a passport or driver's license 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.

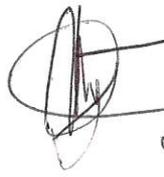
NB!!! Applicants must ensure that they complete and sign form Z83 in full, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered.

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

Closing date: The closing date for the receipt of all applications is 12:00 on Friday 23 May 2014. 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 three months after the closing date, they should deem their applications as being unsuccessful.

8654


08/05/2014
Approved



NKANGALA FET COLLEGE INVITES SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES TO APPLY FOR THE FOLLOWING POST:

SUBDIRECTORATE FINANCIAL MANAGEMENT

SENIOR ADMIN OFFICER FACILITY MANAGEMENT

SR 8

SALARY: 227 802.00

REF:NKC/ 2704/05

Competencies and Requirements:

A three year diploma in Engineering (Mechanical or Electrical) or Building (Structural, Civil or Construction) or equivalent. Project Management, training on OHS Act. Financial management, planning and monitoring of high level of accuracy, negotiation and co-coordinating skills, knowledge of other technical fields, report writing presentation, Health infrastructure including general machinery and equipment knowledge, communication skills. Minimum of 5 years experience in facility management or supervision of maintenance.

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.

CALL CENTRE AGENTS (x2)

SR4

SALARY: 103 494.00

REF: NKC/2704/08

Competencies and Requirements:

Grade 12 certificate * good interpersonal and liason skills * Good organization and verbal communication skills * Professional manner and image * Computer literacy * Relevant experience may be an advantage.

Duties:

* Attend to telephonic, walk-ins and electronic enquiries from the general public * Administer the enquiry management system * Follow-up pending enquiries * Respond to social network enquiries.

SUBDIRECTORATE: CORPORATE

ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION

SR9

SALARY: R270 804.00

REF: NKC/2704/09

Competencies and Responsibilities:

* Grade 12 plus M+3 qualification in Marketing or Public Relations and 3 years relevant experience * Ability to communicate effectively (verbal and written) * Computer literacy (MS Word, MS Excel, Powerpoint) * Ability to work under pressure * Driver's License.

Duties:

Develop and maintain communication and marketing strategies, policies and procedures * Coordinate the departmental media liaison and monitoring services * Develop and maintain good relation with the media * Plan and coordinate press conference services * Promote departmental programmes and projects * Develop and produce College publications i.e. banners, information brochures, annual reports, pamphlets and programme information * Develop and implement customer surveys and respond to feedback.

SENIOR PRACTITIONER WELLNESS, HEALTH AND SAFETY

SR 8

SALARY: R227 802.00

REF:NKC/ 2704/12

Competencies and Requirements:

* Grade 12 plus 3 years qualification in Social science or equivalent qualification * 3 year's relevant experience in matters related to wellness, health & safety * Good understanding of COIDA and other relevant legislative frameworks * Good communication skills (verbal & written) * Computer literacy * Driver's license code 8.

Duties:

* Ensure a safe working environment for personnel and comply with legislations * Develop wellness, health and safety strategies and internal policies * Conduct a health and wellness survey * Develop a health and wellness program based on the Health and Wellness survey * Implement initiatives and activities arising from the survey* Conduct advocacy workshop to all the campuses to create program awareness and support * Ensure safe installation of equipment * Keep records of incidents and accidents and produce statistics for managers * Handle in-house training for managers and employees about health and safety issues and risks * Carry out regular site inspections to check policies and procedures are being implemented.

PRINCIPAL MARKETING OFFICER

SR8

SALARY: R227 802.00

REF: KNC/2704/13

Competencies and Requirements:

* Grade 12 plus 3 years qualification in Marketing or equivalent qualification* 3 years relevant experience and management experience * Ability to communicate effectively (verbal and written) * Computer literacy (MS Word, MS Excel, Powerpoint) * Ability to work under pressure * Driver's License.

Duties:

Hold exhibitions, road and talk show * Prepare promotional publications and related product * Develop and maintain a college website * Do research on marketing strategies * Liaise with schools and potential students * portray a good image of the college * Manage all communication signage and document branding * Develop and implement customer surveys and respond to feedback * Provide guidelines to managers regarding college representation to ensure College reputation management.