



NKANGALA TVET COLLEGE INVITES SUITABLY QUALIFIED AND EXPERIENCED CANDIDATES FOR THE FOLLOWING PERMANENT POSTS:

CAMPUS MANAGER

SALARY: R366 891.00 – R718 470.00

REF: NKC/1603/01 – WATERVAL BOVEN CAMPUS (PL4)

REF: NKC/1603/02 – WITBANK CAMPUS (PL5)

Requirements:

Recognized professional qualification in Education, plus at least 7 years relevant experience as well as credible management experience * Extensive knowledge and understanding of the TVET sector * Sound knowledge and experience of financial management, project management and HR development strategies * Strong interpersonal communication (both verbal and written) * Negotiation and problem solving skills * Well-developed organizational, planning and management skills. Computer literacy * Valid driver's license * Registration with SACE.

DUTIES:

Lead and co-ordinate day to day management of campus activities * Lead and support designated staff to ensure that learner entitlement are achieved and improved * Support and contribute to the implementation of the College's transformation policies and strategic plan * Lead and coordinate to construction development of the Campus plan * Promote the College for the development and effective use of information and learning technologies * Maintain contact with parents, guardians and sponsors concerning the behavior and performance of learners * Develop strong vibrant relationships with social, sporting and community organisations * Provide relevant and timely management information * Contribute to the audit review and monitoring processes related to corporate objectives * Manage facilities, assets and infrastructure, and learner support service * Monitor usage of funds allocated to Campus as delegation by the Principal * Market services and network with industries * Be accountable for institution quality assurance at Campus level.

OFFICE OF THE PRINCIPAL

OFFICE MANAGER

SALARY: R270 804.00 – R327 126.00

REF: NKC/1603/03

Requirements:

Grade 12 plus 3 years office based Diploma/Degree qualification in Public Administration. A minimum of 5 years relevant experience in office administration. Project Management and experience in Management information systems will be an added advantage. Clear understanding of prescripts governing the public sector. Must be able to function independently and as a team player. Computer literacy with a sound knowledge in Microsoft Excel and Power Point.

Duties:

Organise and manage all College Council and sub-committee administrative activities. Organise and manage all Executive Managers Meetings. Manage the office of the CEO. Organise and co-ordinate office operations and procedures in order to ensure organizational efficiency and effectiveness. Manage all Education Management Information System activities.

SECRETARY FOR DEPUTY PRINCIPALS (X2) SR4

SALARY: R103 494.00 – R121 91.00

REF: NKC/1603/04

Requirements:

* Grade 12 or equivalent certificate with typing as a fully passed subject plus appropriate secretarial experience * Excellent computer skills * Good typing skills * Administrative and organisational skills * Sound interpersonal relations * Language proficiency (both verbal and written) * Ability to work independently.

Duties:

Ensure smooth running of the deputy Principal's office * Update the diary * Deal with phone calls * Make logistical arrangements for travelling / meetings * Maintain a filing system * Manage and type correspondence * Record minutes and draft letters.

FINANCE DIRECTORATE

ASSISTANT DIRECTOR: FINANCE (SR9)

SALARY: R270 804.00 – R327 126.00

REF: NKC/1603/05

Requirements:

Grade 12 plus 3 years qualification in Finance or equivalent qualification * 3 years' experience in finance related work * Computer literacy (MS Excel, MS Word) * Good communication skills (verbal & written) * Good understanding of PFMA and other frameworks * Report writing skills * Strong financial and analytical skills * Driver's license

Duties:

Compile and control the budget of the College * Review sectional performance against the budget * Advise management on trends and changes in the financial operating performance and operational delivery * Manage payroll administration of the College * Manage the financial systems of the College * Ensure compliance with other legislative frameworks * Identify revenue sources and collect revenue.

SENIOR ADMIN OFFICER FACILITY MANAGEMENT (SR8)

SALARY: 227 802.00 – R268 338.00

REF: NKC/1603/06

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 3 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.

SENIOR STATE ACCOUNTANTS R8

SALARY: R227 802.00 – R268 338.00
REF: NKC/1603/07

Requirements:

Grade 12 plus 3 years qualification with Accounting or equivalent qualification * 2 years relevant experience in Financial management * Knowledge of the application of PFMA and other related legislative frameworks* Ability to work under pressure* Computer literacy (MS Excel, MS Word) * Driver's License.

Duties:

* Assist in the preparation of the annual budget for the institution * Update commitment register on a daily basis * Assist with the preparation of monthly expenditure report * Make follow-ups on staff and students debts* Liaise with the Department about the transfers of grant * Any adhoc as directed by the ASD or CFO.

PROCUREMENT OFFICER (SR7)
SALARY: R183 438.00 – R216 084.00
REF: NKC/1603/08

Requirements:

An appropriate 3 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 license
* Relevant experience in the field of procurement administration will be an added advantage.

Duties:

Request of quotations from suppliers * Prepare the advertisement for tenders * Prepare the tender documents * Assist ASD to manage contracts * Anyadhoc as directed by the ASD or CFO * Serve as a Secretary to the committees of procurement * Assist ASD on enhancement or development of procurement policies.

SENIOR ADMINISTRATION OFFICER (SR8)
SALARY: R227 802.00 – R268 338.00
NKC/1603/09 – MIDDLEBURG CAMPUS
NKC/1603/10 – WITBANK CAMPUS
NKC/1603/11 – MPONDOZANKOMO CAMPUS

Requirements:

Grade 12 plus three year diploma/degree in public administration, or any equivalent qualification * A minimum of 3 three year relevant experience in administration * Ability to demonstrate knowledge of prescript in HR, Finance and Supply chain

management * The candidate must have integrity, accountability, be proactive, competent communication, articulate, independent thinker and team player.

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 Resource activities at the campus * Oversee all the Financial activities of the campus.

SUB-DIRECTORATE: CORPORATE

ASSISTANT DIRECTOR: MARKETING AND COMMUNICATION(SR9)

SALARY: R270 804.00 – R327 126.00

REF: NKC/1603/12

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:

Coordinate marketing and communications departments * Develop and maintain good relation with the media * Plan and coordinate press conference services * Promote departmental programmes and projects * Market TVET college services * Render protocol services * Manage TVET website services * Manage office resources.

ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (SR9)

SALARY: R270 804.00 – R268 338.00

REF: NKC/1603/13

Requirements:

Bachelor's Degree or National Diploma in Human Resource Management or equivalent 3 year's qualification *5 years relevant experience * Excellent verbal and written communication skills * Ability to interact with clients at all levels * Computer skills * Report writing skills * Knowledge of Labour Laws (Basic conditions of employment Act, Labour Relations Act, Skills Development Act, Skills Levy Act, etc), PFMA, etc.

Duties

HR planning and monitoring services by developing policies, processes and procedures * Monitoring consistent compliance with all HR related scripts and the implementation of employment equity Act * Provide HR administration services by administering service conditions for staff * Facilitate the process of advertising and filling of vacancies * Provide general HR services including HR registry * Provide performance management systems i.e. IQMS and PMDS * Facilitate training to staff by identifying training needs, coordinating training, developing and implementing WSP and conducting skills audit and maintaining a skills profile of staff * Administer bursaries * Provide labour relations services by promoting and monitoring labour peace * Compile and implement the unit annual performance plan * Manage the unit's budget and cash flow * Conduct meetings with unit staff and plan and assign work within the unit

SENIOR PRACTITIONER HRD (SR8)
SALARY: R227 802.00 – R268 338.00
REF: NKC/1603/14

Requirements:

Bachelor's Degree or National Diploma in Human Resource Development or 3 year's equivalent qualification * Certificate as a Skills Development Facilitator * Valid driver's license * 3 years relevant experience * Computer literacy * Good report writing * Organizing and facilitating * Communication.

Duties:

Ensure that all employees have Performance Agreements * Ensure that Performance Appraisal is done for all employees * Ensure that each employee has Personal Development Plan * Facilitate induction of all new employees * Working with Skills Development Committee * Identify training and development needs * Develop Work Skills Plan and implement the Work Skills Plan * Submit Work Skills Plan to the SETA * Compile a monthly report on training conducted * Submit annual training reports to relevant stakeholders * Administer bursaries offered by the College and SETA's * Administer internships

LABOUR RELATION OFFICER (SR8)
SALARY: R227 802.00 – R268 338.00
REF: NKC/1603/15

Requirements:

Bachelor's Degree or National Diploma in Human Resource Management * Valid driver's license * 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 issues for the College

INFORMATION TECHNOLOGY (SR8)
SALARY: R227 802.00 – R268 338.00
REF: NKC/1603/16– MIDDELBURG
REF: NKC/1603/17 - WITBANK

Requirements:

National Diploma or Degree in Information Technology, A+, N+ or MCSE * 3 years'
experience * Valid driver's license.

Duties:

Installation and maintenance of network system * Workgroup and domain servers
(server 2008) * Maintain personal computers hardware and software * Knowledge on
the following software will be an advantages: (Microsoft office, Window 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.

ADMINISTRATION CLERK (SR5)
SALARY: R123 738.00 – R145 758.00
REF: NKC/1603/18 - CENTRAL
REF: NKC/1603/19 - CN MAHLANGUX2
REF: NKC/1603/20 - MIDDELBURG X3
REF: NKC/1603/21 - TOP OF THE WORLD
REF: NKC/1603/22 - WATERVAL BOVEN
REF: NKC/1603/23 - WITBANK X2

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 license * Relevant experience in the field of procurement will be an
advantage.

Duties:

* Render financial administration support services, including collection of funds, managing financial books etc * Render logistical administration support services, including the control of assets, the administration of stores and the control of stock 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 etc. *

RECEPTIONIST (SR4)
SALARY: R103 494.00 – R121 91.00
REF: NKC/1603/24 – CENTRAL
REF: NKC/1603/25 - MIDDELBURG

Requirements:

Grade 12 Certificate * Good interpersonal and liaison skills * Good organizational and verbal communication skills * Professional manner image * Computer literacy * Relevant experience may be an advantage.

Duties:

Render switchboard, reception and client referral services * Gain knowledge of the College in order to deal with general queries from the public * Keep records of outgoing private / official calls * Channel calls and messages to appropriate division * Maintain internal telephone directory.

FOREMAN (SR4)
SALARY: R103 494.00 – R121 911.00
REF: NKC/1603/26 – CN MAHLANGU

Requirements:

Grade 12 Certificate with sufficient care-taking and maintenance experience * Verbal and written communication skills * Valid driver's license code 10 * Sound knowledge of gardening * Basic knowledge of electricity, plumbing, carpentry and welding * Good planning and organizational skills * Ability to work in a team * Supervisory skills.

Duties:

Ensure that all equipment and facilities e.g. building, grounds, garden, drainage system, water and power installations as well as vehicles are fully maintained * Attend to complaints from users of facilities * Supervise general support staff * Train and develop general support staff * Execute administration tasks related to the above.

GENERAL ASSISTANT (SR2)
SALARY:R73044.00 – R86 040.00
REF: NKC/1603/27 - CN MAHLANGU X2
REF: NKC/1603/28 - MIDDELBURG X2
REF: NKC/1603/29 - TOP OF THE WORLD
REF: NKC/1603/30 – WATERVAL BOVEN

Requirements:

No formal qualification is required for this position * Appropriate work experience and knowledge with regard to the core duties may serve as a recommendation * Literacy may be added as an advantage * Ability to work in a team and under pressure

Duties:

Cleaning buildings * Facilities and other institutional structure required * Assist with the loading, unloading, dispatching and stock-taking.

TO APPLY:

Enquiries: 013 690 1430 – Mr. TD Msibi

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: Dr. SP Qwabe. 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 16 March 2015. 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.