



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

CAMPUS MANAGER (PL4)

SALARY: R366 891.00 – R718 470.00 • REF: NKC/0619/01 • MIDDLEBURG CAMPUS

Requirements: • Recognised 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 organisational, planning and management skills • Computer literacy • Valid driver's licence • 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 is achieved and improved • Support and contribute to the implementation of the College's transformation policies and strategic plan • Lead and coordinate the 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 behaviour 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.

SUB-DIRECTORATE: CORPORATE

HUMAN RESOURCE CLERK (SR5)

SALARY: R123 738.00 • REF: NKC/0619/02 • CENTRAL OFFICE

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

Duties: • Administer GEFP • Capture leave forms • Implement college recruitment and placement system • Maintain employment record • Administer all new employment matters and resignations • General office administration.

PROCUREMENT ADMIN CLERK (SR5)

SALARY: R123 738.00 • REF: NKC/0619/03 • CENTRAL OFFICE

Competencies and 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 administration will be an added advantage.

Duties: • Assisting on requesting quotations • Compile the documentation for approval to purchase • Administer the procurement of goods and services • Maintenance of supplier database • Render secretariat services to the bid committees.

FINANCE ADMIN CLERKS (SR5)

**SALARY: R123 738.00 • REF: CENTRAL OFFICE (X2) REF: NKC/0619/04
• WATERVAL BOVEN CAMPUS (X1) REF: NKC/0619/05**

Competencies and 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 financial prescripts • Computer literacy • Driver's licence • Relevant experience in the field of financial administration will be an added advantage.

Duties: • Responsible for petty cash • Responsible for pay roll • Handle payment of suppliers • Responsible for capturing transaction on PASTEL system • Maintain a proper filing system and general financial administration.

TO APPLY: Enquiries: 013 658 4793 – Dr SP Qwabe.

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 19 June 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.