



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

CAMPUS MANAGER (PL4)

SALARY: R381 027.00 p.a

- REF: NKC/2011/01 – MPONDOZANKOMO CAMPUS
- REF: NKC/2011/02 – WATERVAL BOVEN CAMPUS
- REF: NKC/2011/03 – WITBANK 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 organizational, 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 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 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.

ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT (SR9)

SALARY: R289 761.00 p.a • REF: NKC/2011/04

Requirements: • Bachelor's Degree or National Diploma in Human Resource Management or equivalent 3 year qualification • 5 years relevant experience • Excellent verbal and written communication skills • Ability to interact with clients at all levels • Computer skills • PERSAL system knowledge • 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.

TO APPLY: NB!!! THOSE THAT HAVE APPLIED PREVIOUSLY ARE ENCOURAGED TO RE-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: The Acting Principal Nkangala TVET College, Private Bag X7299, Witbank, 1035. 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 Friday 20 November 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.