



higher education & training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



Applications are invited from suitably qualified and experienced candidates for appointment in the following permanent positions:

1. POST: BURSARY CLERK , Salary Level 5
Ref number: **KSDLIB 08/2022(1)**
SALARY NOTCH: R176 310 per annum (excluding benefits)
Centre: **Libode Campus**

REQUIREMENTS: Matric/NC (V) Level 4 plus a minimum 3-year accredited Degree/ National Diploma or National N Diploma (REQV 13) in Business Management/ Management Assistant/Financial Management/Office Administration or related equivalent Qualification with a minimum of 2 years' relevant work experience.

SKILLS & COMPETENCIES: Computer literacy (MS Office). Good interpersonal and communication skills. Ability to effectively communicate in at least two of the three official languages of the Eastern Cape.

RESPONSIBILITIES: Ensure that all bursary application forms are completed correctly. Accurately capture online bursary applications. Ensure good document administration (filing, recording of all bursary application forms). Assist with the compilation of statistical information. Provide assistance in administration and maintenance of College records. Compile Excel spreadsheets to report statistical data. Attending to routine correspondence and prepare written reports when required.

2. POST: Chief Personnel Officer, Salary Level 8
Ref No. **KSDHR 08/2022(1)**
SALARY NOTCH: R321 543.00 per annum (excluding benefits)
Centre: **Admin-HRM&D**

REQUIREMENTS: Matric with a three (3) years tertiary qualification (NQF 6) in Human Resource Management/ Public Administration/Management, Industrial Psychology, 3-5 years' experience in Human Resource Management /Administration Must be in position of a valid driver's license. Public sector experience. Knowledge and understanding of legislative framework governing in the public service Act of 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding skills and communication skills (written and verbal). Ability to interpret human resource prescripts and apply them. Understanding and utilisation of the PERSAL system. Good interpersonal and organizational skills. Ability to work well under pressure and long hours and be customer focused. Computer literacy

RESPONSIBILITIES: Ensure overall supervision and proper implementation of conditions of service and remuneration of employees(leave, housing, medical , injury on duty long service, overtime , relocation, pensions, allowances , PILIR etc.) .Ensure overall supervision and proper implementation of termination of service.

Ensure overall supervision and proper implementation of Recruitment and Selection in line with the Departmental policy and delegations (Advertisements, appointments, transfers, verification of qualifications, secretarial functions on shortlisting and interviews, absorptions, probation periods) Prepare reports on human administration issues and statistics. Handle human resource administration enquiries. Supervision of staff. Establish control and monitoring mechanism to ensure efficient and effective implementation of Recruitment processes. Coordinate all interviews and assessments. Process all the vacancies from the point when the vacancy has arisen until the vacancy has been filled, in line with recruitment policies. Administering background checks, implement and monitor recruitment and placement strategies Assist management with recruitment and placement processes. Serve in the college on recruitment and selection panels. Advice management and staff employment related matters and general conditions of employment. Ensure overall supervision and proper implementation of staff / personnel records. Supervise human, physical, financial and other resources.

3. POST: HRD Practitioner
Skills Development Facilitation, Salary Level 8
SALARY NOTCH: R321 543.00 per annum (excluding benefits)
Centre: **Admin Centre, HRM&D**

REQUIREMENTS: Applicants must be in possession of Matric/Grade 12 or equivalent. Relevant undergraduate qualification (Diploma/Degree) in Human Resource Management/ Public Administration; coupled with 3 years' relevant experience. Skills Development Facilitator will be an added advantage. Good interpersonal skills and communication (both written and verbal). The ability to work under pressure. Computer literacy. Knowledge of Skills Development legislation and Principles of Adult Learning is critical as well as knowledge of Treasury Regulations, Public Service legislation and Human Resource Frameworks and Policies. The successful candidate will be expected to be Customer service orientated.

RESPONSIBILITIES: The successful candidate will be responsible for: Implementation, co-ordination & monitoring of the Skills Development Human Resource Development Coordinate & implement of the skills programmes for the employees. Administration & payments of the departmental Human Resource Development Interventions and Bursaries. Coordinate the implementation of the Developmental Programmes such as Internships, Workplace Integrated Learning and Learnership.

4. POST: LECTURER NC(V) TOURSIM , Post Level 1
Centre: **Mapuzi Campus**
Ref number: **KSDMAP08/2022**
Salary Notch: R214 908 per annum (excluding benefits)
Centre: **Mapuzi Campus**

REQUIREMENTS: Grade 12/ Matric Certificate, Qualification M+3 (degree /diploma in Tourism & teaching qualification) Ability to lecturer NCV and NATED programs i.e. Client Services and Humana Relations, Travel Office Procedures and Hotel Reception. Experience in the TVET sector environment may be an added advantage. Must have an assessor certificate and Moderator certificate may be an added advantage. Registration with SACE is compulsory.

DUTIES AND RESPONSIBILITIES: Able to teach, assess and moderate learner's marks. Computer literacy will be an added advantage. Set tests, assignments, mark scripts, prepare mark sheets. Prepare, and manage POE and POA files .

5. POST: LECTURER NC (V)
ENGLISH FIRST ADDITIONAL LANGUAGE : PL1
Ref number: **KSDLIB08/2022(2) LIBODE**
SALARY NOTCH: R214 908 per annum (excluding benefits)

REQUIREMENTS: Grade 12. Appropriate Degree/ Diploma with English as a Major to at 2nd year level. Experience in the TVET sector environment may be an added advantage. Must have an assessor certificate and Moderator certificate may be an added advantage. Registration with SACE is compulsory.

DUTIES AND RESPONSIBILITIES: The successful candidate's responsibilities will be required to teach NC (V) Level 2-4. To manage students and keep administrative records, ensure quality education and training, assess students' performance, and support student's development. Prepare, and manage POE and POA files ..

6. POST: LECTURER - FINANCIAL MANAGEMENT : Post Level 1
Ref number: **KSDNTZ08/2022(2) NTABOZUKO CENTRE**
SALARY NOTCH: R214 908.00 per annum (excluding benefits)

REQUIREMENTS: Grade 12. Appropriate Degree/ Diploma in Accounting/ Accounting Science. Financial Accounting. Teaching qualification, Assessor,

Moderator will be added advantage. Sace registration is compulsory. Experience in the TVET sector environment may be an added advantage.

DUTIES AND RESPONSIBILITIES: The successful candidate's responsibilities will be required to teach Computerized Financial Systems N4-N6. Entrepreneurship and business management N4.. To manage students and keep administrative records, ensure quality education and training, assess students' performance, and support student's development. Prepare, and manage POE and POA files ..

7. POST: Driver
Salary Notch: R 147 459.00 per annum (excluding benefits)
Salary level: **4**
Ref number: **KSDADM08/2022(3)**
Centre: **Facilities and Records Management**

REQUIREMENTS: A minimum qualification of Grade 10/Abet level 04 with (5) years' experience as a driver. Valid code (C1) driver's license and a valid PDP. Must be able to read and write, good communication skills and be able to work in a team and under pressure. Be prepared to work shifts, weekends and public holidays, have good customer care attitude.

RESPONSIBILITIES: Execute all authorized transportation trips, staff documents and other requirements to and from various destination points, ensure safe keeping of transport records such as logbooks, trip authorities, service records and invoices. Check oil, fuel, tyres and water at all times before driving a vehicle. Candidate must report accidents, minor and major defects on the vehicle to the supervisor immediately. Comply with transport acts, Occupational and safety Acts, prescripts and procedure at all times Ensure your driver's license and PDP is always valid and in your possession. Complete vehicle logbook, trip authorization and check vehicle for defects as prescribed by legislation before commencing with trips. Promote proper handling, safekeeping and control of vehicles. Washing and keeping the vehicle clean and tidy all the times.

8. POST: General Assistants (Cleaners)

1X Ngcobo Campus Ref: KSDNGC08/2022(1)

3X Mthatha Campus Ref : KSDMTH08/2022(4)

2X Mapuzi Campus Ref : KSDMAP08/2022(2)

2X Mngazi Campus Ref : KSDMNG08/2022(1)

2X Ntabozuko Campus Ref : KSDNTZ08/2022(1)

SALARY: R 102 534.00 per annum (excluding benefits) SALARY LEVEL: 02

REQUIREMENTS: Grade 12. Basic numeracy and literacy skills. Excellent communication skills

RESPONSIBILITIES: General cleaning, maintenance of areas allocated as per job description. Optimal support in housekeeping and venue preparation for events, exams, college functions & open days. Safekeeping of all equipment. Assist in ensuring a safe, hygienic and secure environment for the Institution in line with OHS standards.

9. POST: EDUCATION SPECIALIST SAFETY IN SOCIETY, Post Level 2
Ref: **KSD LIB08/2022(3)**
Salary notch: 346 997.00 per annum (excluding benefits)
Centre: **Libode Campus**

REQUIREMENTS: M+3 qualification (Law degree-criminal procedure, criminal law and Governance as majors) Teaching qualification. Assessor, Moderator Certificate. Three (3) years practical teaching experience in the TVET environment

Responsibilities: •Be a subject advisor •Facilitate subject allocation and time tabling •Supervise lecturers in the campus and manage their performance in terms of IQMS •Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance •Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff •Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS •Enhance administration efficiency within the campus and college •Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

10. POST: EDUCATION SPECIALIST,
PL2-INFORMATION TECHNOLOGY AND COMPUTER SCIENCE,
Post Level 2 CENTRE, MTHATHA
Ref: **KSDMT08/2022(1)**
SALARY: NOTCH: R346 995.00 per annum (excluding benefits)

REQUIREMENTS: • Matric certificate or equivalent • A relevant recognized tertiary qualification in Information Technology and/or Computer Science (REQV 13) • Teaching qualification i • Valid SACE registration • Minimum of three (3) years lecturing experience at a TVET College • IT subjects knowledge and work-related achievements • Computer literacy (Ms Office) • Knowledge of examination and assessment policies • Leadership and management skills, good communication skills and interpersonal skills, passion for learning and teaching as well as good record keeping and administrative skills • Ability to plan ahead and apply good time management skills • Problem solving skills • Organization skills to ensure effective quality teaching and learning • Be able to make decisions on operational matters and implementation • Driver's license.

RESPONSIBILITIES: • Be a subject advisor • Facilitate subject allocation and time tabling • Supervise lecturers in the campus and manage their performance in terms of IQMS • Coordinate assessment and moderation in the campus • Develop strategies to enhance student performance and good results • Monitor and manage student attendance and upload attendance • Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities • Monitor Lecturer performance • Conduct classroom visits • Advise campus management regarding the allocation of work amongst staff • Maintain a comprehensive and up to date record of staff • Ensure POA's and POE's are done timeously • Monitor teaching and learning through LMS • Enhance administration efficiency within the campus and college • Member of campus management team and relevant committees • Coordinate Health, Safety and wellness programmes on campus • Assist with daily running of the campus.

11. POST: Head of Division: Engineering Studies, PL3
Ref: **KSDMT08/2022(2) Centre: Mthatha Campus**
Salary Notch: R 414 003.00 per annum (excluding benefits)

REQUIREMENTS: Grade 12 certificate or equivalent and a relevant 3-year Electrical, Civil and Mechanical Engineering Diploma / Bachelor's Degree including a relevant professional qualification in education coupled with a minimum of 5 years' actual and appropriate experience in TVET sector. 2 years Management experience working at a TVET College in the teaching and learning discipline. Must be a qualified artisan. Ability to analyses, interpret policies and develop guidelines to support students on the campus. A sound knowledge of Continuing Education and Training Act 16 of 2006 (As Amended). Knowledge of national examination and assessment policies. Good communication and writing skills. Must have computer literacy skills with

specific reference to MS Word, Excel and PowerPoint. An ability to work in teams and under pressure. Strategic, project, financial and time management skills. A driver's license and registration with SACE.

RESPONSIBILITIES: Manage and control activities of the Department of Engineering. Ensure implementation of the campus curriculum in the specific faculty. Coordinate teaching and learning in the faculty. Manage all academic activities within the faculty including the management of timetable, attendance, monitoring and evaluation. Ensure effective utilization of resources within the faculty. Provide professional support to lecturing staff and students. Keep the Campus manager abreast of all aspects of administration and academic services in the faculty. Prepare and manage plans and report on all activities in the faculty. Manage and supervise assessment and examination process in the faculty including the timeous processing of all ISAT and ICASS activities and marks. Organize student support activities and registration. Supervision of all lecturers within the faculty. Being able to manage and supervise online using LMS.

12. POST: EDUCATION SPECIALIST, PL2 -HR PROGRAMME
Ref: **KSDZIM08/2022(1)**
Salary Notch: R346 995.00 per annum (excluding benefits)
Centre: **Zimbane Campus**

Grade12/matric Certificate. A recognised Degree/diploma in Human resource Management or relevant Bachelor's degree and diploma in education. A minimum of 3-5 years in education at a TVET Colleges. Knowledge of CET ACT, 2006 PFMA and all other related education and training legislation. A valid driver's licence, SACE registration and computer literacy. Facilitator Assessor/ moderator will be an added advantage

KNOWLEDGE AND SKILLS: Experience in managing and mentoring junior personnel, projects, labour relations, human resource management, development, and good governance practices relevant to the TVET sector. Extensive management, administrative and organisational skills, good communication skills (verbal and written). Decision making skills and problem solving.

RESPONSIBILITIES: Be a subject advisor •Facilitate subject allocation and time tabling •Supervise lecturers in the campus and manage their performance in terms of IQMS •Coordinate assessment and moderation in the campus •Develop strategies to enhance student performance and good results •Monitor and manage student attendance and upload attendance •Manage and supervise assessment and examination process in the section including timeous marking and moderation of question papers, preparation of ISAT and ICASS activities •Monitor Lecturer performance •Conduct classroom visits •Advise campus management regarding the allocation of work amongst staff •Maintain a comprehensive and up to date record of staff •Ensure POA's and POE's are done timeously •Monitor teaching and learning through LMS •Enhance administration efficiency within the campus and college •Member of campus management team and relevant committees •Coordinate Health, Safety and wellness programmes on campus •Assist with daily running of the campus.

13. POST: Senior Administrative Officer
Supply Chain Management, SL7
Ref: **KSDSCM 08/2022(4)**
SALARY NOTCH: R 261 372.00 per annum (excluding benefits)
Centre: **Admin Centre- Finance**

REQUIREMENTS: Minimum educational qualification: Appropriate 3-year National Diploma/ Degree in Supply Chain Management or any equivalent financial qualification. Appropriate experience in Bids and Contract Management and procurement processes. Appropriate knowledge and experience in Supply Chain Management, bid administration, tendering processes and provisioning. Appropriate knowledge of the ITS or a similar Procurement Management System. Knowledge of the Public Finance Management Act (PFMA), National, Provincial Treasury, Regulations and the Accounting Officers System of the DHET, including delegations. Ability to interpret and apply financial policies, procedures and prescripts. Knowledge of demand, acquisition, provision, contract and bid management policies, prescripts and procedures. Computer literacy. All round operational experience in Supply Chain Management.

RESPONSIBILITIES: Assist and support the Assistant Director and other senior management in achieving the Supply Chain strategic and operational objectives of the institution. Effective reporting to management. Provide internal support and advice on SCM Policies and procedures to management and end-users. Perform service contracts (formal and informal), manage the Bid administration process and provide up-to date training and guidance to staff in all aspects of bid and procurement processes. Ensure completeness and accuracy of requisitioning, awarding and ordering. Ensure prompt processing of bid documentation and full compliance to all legislative regulations for all contracts for the institution. Includes renewals and amendment of contracts and dealing with audit queries. Serve as active member of Quotation Committee, provide advice, statistical information and adjudication of quotations.

14. POST: LIBRARIAN, SL7
Ref: **KSDMT 08/2022(3)**
SALARY NOTCH: R261 372.00 per annum (excluding benefits)
Centre: **Mthatha Campus**

RESPONSIBILITIES: • Tertiary qualification in Library and Information Science/ B Bibl ; BLNF; • 1 – 3 years' public library experience; and • Computer Literacy (MS Office, Internet, Outlook) and Library Systems. Ability to function under stress; to manage and time. Collaborative/Teamwork. Possess good Ethics; Integrity and Professionalism. Have good interpersonal skills and communication skills.

RESPONSIBILITIES: Render a people-oriented, efficient and professional Library and Information Service to the college. Render and supervise routine library operations. Deliver Reading Development and Holiday Programmes. Plan and implement outreach programmes, implement in-house training. Manage and control financial matters concerning the day to day operations. Manage the staff matters and Library collections.

APPLICATIONS MUST BE SUBMITTED AS FOLLOWS:

1. New Z83 form obtainable from any public service department
2. Certified copies of ID, valid driver's license
3. Detailed CV with at least 3 recent contactable references
4. Certified copies of original certificates Matric (Grade 12 qualification, academic records/ transcripts for tertiary qualifications and certificates)
5. Applicants must consider their job applications to be unsuccessful if not contacted within 60 days (2months) after the closing date of the advertisement.

APPLICATION WILL NOT BE CONSIDERED IF:

1. The required documentation is not submitted and/ or is received after the closing date and if the application is not fully completed.
2. It is e-mailed or faxed.
3. Submitted after the closing date

The College reserves the right not to make any appointment to the advertised posts. KSD TVET College is an affirmative action employer. Correspondence will be limited to shortlisted applicants only.

THE APPLICATION SHOULD BE FORWARDED TO THE FOLLOWING ADDRESS

Physical Address: HR Manager KSD TVET College, Administration Centre, R61 Queenstown Road, Cicira Village, Mthatha	Postal Address: HR Manager KSD TVET College Private Bag X 5039 Mthatha 5099 Enquiries: Mr Z Galada/Ms Y Cingo 047-5051031/30
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Closing date: **27 September 2022**